

**SUFFOLK PLANNING COMMISSION
AGENDA FOR
APRIL 21, 2026**



**PREPARED BY THE CITY OF SUFFOLK DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
KEVIN WYNE, AICP, DIRECTOR OF PLANNING & COMMUNITY
DEVELOPMENT**

**THE REGULAR MEETING WILL BE HELD AT 2:00 P.M. IN
THE SUFFOLK CITY COUNCIL CHAMBERS OF THE CITY HALL BUILDING**

**IF YOU CANNOT ATTEND OR NEED SPECIAL ACCOMODATIONS AT THE
MEETING, PLEASE CALL THE CITY OF SUFFOLK DEPARTMENT OF PLANNING
& COMMUNITY DEVELOPMENT AT (757) 514-4060
PRIOR TO 12:00 NOON ON FRIDAY, APRIL 17, 2026.**

**MILLS STAYLOR
CHAIRMAN**

Suffolk
VIRGINIA
It's a good time to be in Suffolk



AGENDA

SUFFOLK PLANNING COMMISSION

April 21, 2026

2:00 P.M.

-
1. Call to Order
 - A. Invocation
 - B. Pledge of Allegiance
 - C. Roll Call
 2. Approval of minutes from previous meeting
 3. Public Hearings:
 - A. **REZONING REQUEST, RZN2024-00015, Hillpoint Trace II:** submitted by Brian Layne, applicant, on behalf of Jerry L. Bowman, property owner, in accordance with Sections 31-304 and 31-305 of the Unified Development Ordinance, to rezone and amend the official zoning map of the City of Suffolk for property zoned PD, Planned Development Zoning District, in order to amend the planned development master plan for the property located at 1015 S. Hillpoint Rd, Zoning Map 26F(1B), Parcel C. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned PD, Planned Development Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Traditional Neighborhood Land Use Type. Traditional Neighborhood Land Use Type.
 - B. **REZONING REQUEST, RZN2025-00009, (Conditional) 400 Jonathan's Way:** submitted by Bob Arnette, Coastal Virginia Partners, LLC, applicant, on behalf of Shelley C. Atkinson, Alison C. Darden, and Mark G. Cline, property owners, in accordance with Sections 31-304 and 31-305 of the Unified Development Ordinance, to rezone and amend the official zoning map of the City of Suffolk in order to change the zoning from RR, Rural Residential Zoning District to RM, Residential Medium Density (Conditional) Zoning District, for property located at 400 Jonathan's Way Zoning Map 26, Parcel 7B. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned RR, Rural Residential Zoning District, and SCOD, Special Corridor Overlay District Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Rural Neighborhood Land Use Type.
 - C. **CONDITIONAL USE PERMIT REQUEST, CUP2025-00013, Enterprise Shoulders Hill Road:** submitted by Melissa R Lounsbery, Enterprise Leasing Company of Norfolk/Richmond, on behalf of Barry Wayne Saunders, property owner, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to grant a Conditional Use Permit to establish a vehicle rentals – passenger vehicles only, including recreational vehicles, use on property located at 5665 Shoulders Hill Road, Zoning Map 12, Parcel 55*1D. The affected

area is further identified as being located in the Sleepy Hole Borough, zoned B-2, General Commercial District Zoning District, and SCOD, Special Corridor Overlay District. The 2045 Comprehensive Plan designates this area as part of the Northern Growth, Commercial Corridor Land Use Type.

- D. CONDITIONAL USE PERMIT REQUEST, CUP2026-00003, Parole Office Dill Road:** submitted by James K. Jolley, applicant, on behalf of Brickcraft Masonry, Inc., property owner, in accordance with Section(s) 31-306 and 31-406 of the Unified Development Ordinance, to grant the Conditional Use Permit to establish a probation and parole office on property located on Dill Road, Zoning Map 34, Parcel 88*7. The affected area is further identified as being located in the Whaleyville Voting Borough, zoned M2, Heavy Industrial Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Employment Center Land Use Type.
- E. CONDITIONAL USE PERMIT REQUEST, CUP2026-00005, U-Haul Pruden Blvd:** submitted by Hassan Rabbani, applicant on behalf of Edifice Holdings LLC property owner, in accordance with Section(s) 31-306 and 31-406 of the Unified Development Ordinance, to grant a Conditional Use Permit to establish rental services other than passenger vehicles (outdoor display or storage) on property located at 2864 Pruden Blvd, Zoning Map 25, Parcel 38H. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned B2, General Commercial Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Commercial Corridor Land Use Type.
- F. CONDITIONAL USE PERMIT REQUEST, CUP2026-00008, Precious Metal Pawn:** submitted by John Wade Hampton Lloyd, applicant on behalf of RIRA Realty Management, LLC, property owner, in accordance with Section(s) 31-306, 31-406, and 31-711 of the Unified Development Ordinance, to grant a Conditional Use Permit to establish a pawn shop on property located at 821 W Constance Road, Zoning Map 34G15(1), Parcels G and F. The affected area is further identified as being located in the Suffolk Voting Borough, zoned B-2, General Commercial Zoning District. The 2045 Comprehensive Plan designates this area as a part of the Central Growth Area, Commercial Corridor Land Use Type.
- G. EXCEPTION REQUEST, CEX2025-00012, 8005 Beech Tree Court:** submitted by Cameron Robinett, applicant and property owner in accordance with Section 31-415 of the Unified Development Ordinance, to grant an Exception to the development criteria and buffer area requirements of the Chesapeake Bay Preservation Area to permit the reconstruction of a deck to encroach within the Resource Protection Area buffer, on property located at 8005 Beech Tree Court, Zoning Map 5C, parcel (1)*43. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned RL, Residential Low Density Zoning District. The 2045 Comprehensive Plan designates this area as part of the Northern Growth Area, Traditional Neighborhood Land Use Type.

4. Old Business

5. New Business

A. Status Report - City Council Meeting, March 18, 2026 and April 15, 2026

B. Status Report - Preliminary Plats Approved - None

6. Commissioner's Comments
7. Adjournment



MINUTES

SUFFOLK PLANNING COMMISSION

March 17, 2026

2:00 P.M.

The meeting of the Suffolk Planning Commission was held on Tuesday, March 17, 2026, at 2:00 p.m., in the Council Chambers of the Municipal Building, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS:

Mills Staylor, Chairman
Anita Hicks, Vice-Chairman
Mary Ellen Baur
Oliver Creekmore
Johnnie Edwards
Gerald Goodman
Thomas Powell
Selena Thornton-Manuel

STAFF:

William Hutchings, Jr., City Attorney
Kevin Wyne, Dir. of Planning & Com. Dev.
Margaret Pittenger, Asst. Dir. of Planning
Jennifer Cobb, Asst. Dir. of Com. Dev.
William Mellon, Zoning Administrator
Caitlin Aubut, Land Use Planning Manager
Jonathan McBride, Comp. Planning Manager
Goncalo Borges, Senior Planner
Cassidy McKelvie, Senior Planner
Isabella Reynolds, Planner I
Catina Myrick, Administrative Analyst

The meeting was called to order by Chairman Staylor. Commissioner Hicks offered the Invocation and led the Pledge of Allegiance. The roll was called by Mr. Wyne and the Chairman was informed that a quorum was present.

APPROVAL OF MINUTES:

The minutes of the previous meeting were approved as written.

PUBLIC HEARINGS:

CONDITIONAL USE PERMIT REQUEST, CUP2025-00020, Trailerworx Services: submitted by Michael McLane, applicant and property owner, in accordance with Section(s) 31- 306 and 31-406 of the Unified Development Ordinance, to grant a Conditional Use Permit to establish an agribusiness use on property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A. The affected area is further identified as being located in the Holy Neck Voting Borough, zoned A, Agricultural Zoning District. The 2045 Comprehensive Plan designates this area as outside the growth area, Rural Agriculture Land Use Type.

The first item of business was introduced by the Chairman followed by a staff report by Caitlin Aubut, Land Use Planning Manager. Ms. Aubut stated that the applicant proposed to establish an on-site business that will provide repair services and perform maintenance of horse, livestock, and utility trailers. Proposed business operations and customer/client contact will occur within a detached garage, which the applicant proposed to expand from 1,536 square feet to 2,560 square feet upon approval of the Conditional Use Permit request. The subject property is served by a private well and a private septic system. The applicant is not proposing any new plumbing fixtures as part of this request, and thus no increased demand on either the well or septic system from the establishment of the proposed business is anticipated. The Department of Health reviewed this request and the proximity of the proposed building addition to the existing private well and expressed no concerns with the location of the new construction. Property is well buffered from adjacent home, which will limit any noise impacts. The property is accessed by a shared easement from Holland Corner

Rd. The applicant supplied a signed agreement between all of the easement holders which allows the public to traverse the easement to access the business, however, a proposed condition limited customer contact to appointments will prevent excessive traffic from degrading the driveway. It was staff's opinion that the subject property is appropriate for the establishment of a proposed agribusiness comprised of horse, utility, and livestock trailer repair and maintenance services. The use is consistent with the agricultural character of the area, serves a practical need for the community with minimal impacts on adjacent property owners, and appropriate conditions of approval will address customer/client contact and indoor operations to ensure the use remains low-impact. Therefore, staff recommended approval of this application with the conditions noted in the staff report.

The public hearing was opened and speaking in favor of this application was Michael McLane, property owner.

Speaking in opposition was Carissa Hines, 2120 Holland Corner Rd. She expressed her concern about the definition of livestock trailer.

Speaking in rebuttal was Mr. McLane – he advised that there will be no tractor-trailer size equipment – only horse/livestock standard 8-foot-wide trailers coming to the site.

There being no more speakers, the public hearing was closed.

Commissioner Thornton-Manuel made a motion to approve this application with the conditions, seconded by Commissioner Hicks and passed by a recorded vote of 8 to 0.

ORDINANCE TEXT AMENDMENT OTA2026-003, initiated by the City of Suffolk, for amendments to Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia. The purpose of the text amendment is to update and refine the Code of the City of Suffolk, Chapter 31, Unified Development Ordinance.

The next item of business was introduced by the Chairman followed by a staff report by Margaret Pittenger, Assistant Director of Planning. Ms. Pittenger stated that FEMA has produced new FIRMs for Suffolk. The City's flood maps were last updated on August 3, 2015. The new FIRMs and updated ordinance will be effective on July 7, 2026. As a National Flood Insurance Program (NFIP) participating community, the City must ensure that our Floodplain Management Ordinance and enforcement procedures meet NFIP requirements, including amending the city's floodplain ordinance to adopt the new maps. The flood map changes are mostly relatively minor with small strips of land being added in the regulated flood zones in some areas primarily along Shingle Creek. Some of these areas are undeveloped, however, there will be some existing structures that will be within the regulated flood zones on the new flood maps. There are also some areas where there will be a decrease in the regulated flood zones. These areas are mostly small and scattered but some large areas of flood zone area reduction exist within the Great Dismal Swamp National Wildlife Refuge and the SPSA landfill. In order for our ordinance to meet

the NFIP requirements, the city must adopt the minimum standards required by the federal regulations. The City's flood regulations are contained in Section 31-416.2 of the UDO. The proposed amendments adopt a wider definition of development in the floodplain, additional freeboard, limits on the size of enclosures and accessory structures, and a requirement for non-conversion agreements for accessory structures. The proposed ordinance amendments include the addition of a minimum of 12 inches of freeboard for all construction in all regulated flood zones, a minimum 18 inches of freeboard in the Coastal A Zones, and a minimum 18 inches of freeboard in the VE Zones, which are the high-risk zones that are subject to wave heights greater than 3 feet. The proposed amendments also include a change to the definition of "Accessory structure" which will apply to all accessory structures in the regulatory flood zones to comply with the FEMA Region 3 requirements for accessory structures in flood zones including restricting them to no greater than 600 square feet. This is the FEMA Region 3 minimum. Our ordinance could regulate them to a smaller maximum size (i.e. less than 600 square feet); however, the proposed amendments include the 600 square feet maximum size limit. The proposed amendments also incorporate standards for accessory structures in the flood zones to comply with the FEMA minimum standards. Also proposed is incorporation of a change in the state model ordinance related to existing structures in floodplain areas. The current language in Section (e)

will be deleted and replaced with language from the state model ordinance. Additionally proposed in the Variance section [Section (f)] is a stipulation that variances will not be issued for any accessory structure in the regulatory flood zones. This is a FEMA requirement since our regulations don't completely prohibit accessory structures in the regulated flood zones. Staff proposed to amend the definition of "Development" within the regulated flood zones to include temporary structures and permanent or temporary storage of equipment or materials, as well. Also proposed is the deletion of some definitions that have been deleted from the state model ordinance. Lastly, the table of FIRM Panel Dates at the end of the regulations will be updated with the new panel suffixes and effective dates to align with the updated FIRMs. In that regard, staff recommended approval of this ordinance text amendment.

The public hearing was opened. There being no speakers in favor or in opposition, the public hearing was closed.

After discussion by the Commission, Commissioner Creekmore made a motion to approve this ordinance text amendment, seconded by Commissioner Hicks and passed by a recorded vote of 7 to 1.

STATUS UPDATE:

Mr. Wyne reported on the results of the February 18th City Council meeting.

NEW BUSINESS:

Chairman Staylor advised that the State of the City will be held on the regular scheduled date of the Planning Commission meeting in May; therefore, the meeting should be moved to Thursday, May 21, 2026.

Commissioner Creekmore made a motion to move the Planning Commission meeting to May 21, 2026, seconded by Commissioner Hicks and passed by a recorded vote of 8 to 0.

OTHER BUSINESS:

Kevin Wyne advised that Public Works will be having an Open House on Tuesday, March 31, 2026 from 6-8 p.m. at Elephant's Fork Elementary School to discuss the US Route 58 Interchange Study.

ADJOURNMENT:

There being no further business, the meeting was adjourned.



PLANNING COMMISSION
MEETING

March 17, 2026

MT: Thornton-Manuel

2ND: Hicks

TO: Approve
w/conditions

MT: Creekmore

2ND: Hicks

TO: Approve

MT: Creekmore

2ND: Hicks

TO: Move PC
Meeting to May 21,
2026

MT:

2ND:

TO:

VOTE: 8-0

CUP2025-020

VOTE: 7-1

OTA2026-03

VOTE: 8-0

VOTE:

PRESENT

ABSENT

YES

NO

YES

NO

YES

NO

YES

NO

Baur, Mary Ellen

X

X

X

X

Creekmore, Oliver

X

X

X

X

Edwards, Johnnie

X

X

X

X

Goodman, Gerald

X

X

X

X

Hicks, Anita

X

X

X

X

Powell, Thomas

X

X

X

X

Staylor, Mills

X

X

X

X

Thornton-Manuel, Selena

X

X

X

X



CITY OF SUFFOLK

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DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Rezoning Request RZN2024-015 (Conditional), Hillpoint Trace Phase 2, submitted by C.J. Tyree, Taft Mills Group, LLC, applicant, on behalf of Jerry L. Bowman, Trustee, property owner, in accordance with Section 31-304 and 31-305 of the Unified Development Ordinance, to rezone and amend the official zoning map of the City of Suffolk for property zoned PD, Planned Development Overlay Zoning District, in order to amend the planned development master plan for the property located at 1015 South Hillpoint Boulevard, Zoning Map 26F(1B), Parcel C. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned PD, Planned Development Overlay District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Traditional Neighborhood Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Goncalo Borges, the staff planner handling this case, if you have any questions in advance of the meeting.

Prior to the Planning Commission's February 16, 2026 meeting, the applicant requested consideration of the item be deferred. Subsequently, the Commission approved a motion to defer consideration of the request to their April 21, 2026, meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

REZONING REQUEST: Rezoning Request, RZN2024-015 (Conditional), Hillpoint Trace Phase 2, a request to amend the zoning of PD, Planned Development Overlay Zoning District, on a portion of a property located at 1015 South Hillpoint Boulevard, Zoning Map 26F(1B), Parcel C, for the purpose of amending the planned development master plan for Hillpoint Farms to permit the development of 79 affordable multifamily units.

APPLICANT: C.J. Tyree, Taft Mills Group, LLC, applicant, on behalf of Jerry L. Bowman, Trustee, property owner.

LOCATION: The subject property is located on South Hillpoint Boulevard, near the intersection with Godwin Boulevard. The subject property is part of the Hillpoint Farms master planned development.

PRESENT ZONING: The subject property is currently zoned PD, Planned Development Overlay Zoning District and is reserved for commercial uses. The property is approximately 8 acres total, of which approximately 5.2 acres are subject to this rezoning request.

EXISTING LAND USE: As previously stated, the property is part of the Hillpoint Farms master plan, it is zoned PD, Planning Development Overlay Zoning District, and is designated as a “Commercial” parcel within this master plan. The parcel is currently wooded and undeveloped with 0.1 acres of non-tidal wetlands on the property.

PROPOSED LAND USE: The applicant proposes to rezone 5.2 acres of the subject property (8 acres total) in order to amend the Hillpoint Farms master plan by changing the designated land use from “Commercial” to “Traditional Neighborhood Use (Apartments)” to allow the development of 79 affordable multifamily units for households earning 80% of the area median income (AMI) or less. The remainder 3-acre portion of the 8-acre subject property will be reserved for commercial development.

SURROUNDING LAND USES:

- North: Vacant property and the construction site for the Hillpoint Trace 1 zoned PD, Planned Development Overlay Zoning District.
- South: Vacant land and commercial uses zoned MUD, Mixed Use Development Overlay Zoning District.
- East: The Hillpoint Woods Apartments zoned PD, Planned Development Overlay Zoning District.
- West: The Port 58 Apartments and Suffolk Pediatrics (medical offices) zoned PD, Planned Development Overlay Zoning District.

COMPREHENSIVE PLAN: The City’s 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Traditional Neighborhood Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District (CBPA) and is designated as a Resource Management Area (RMA).

FLOOD PLAIN: The property lies within Flood Zone X, as shown on Panel No. 5101560112E, dated August 3, 2015, and Panel No. 5101560114E, dated August 3, 2015, of the Flood Insurance Rate Map (FIRM) for the City of Suffolk, Virginia.

CASE HISTORY: The subject property is part of the Hillpoint Farms Planned Development, which was initially approved by City Council in 1986, through rezoning request RR-13-86. In 1997, the master plan was amended, which reduced the original planned total residential units from 2,448 to 1,813. In 1999, the City adopted the current Unified Development Ordinance with new regulations for PD zoning. Section 31-404 allows existing PD development to be governed by the ordinance that was in effect at the time of their creation. As such, the Hillpoint Farms master plan is governed by the rules and regulations found within the City of Suffolk's Zoning Ordinance adopted in 1976.

In October 2016, City Council approved a request through Ordinance No. 16-O-104 to change the zoning of 37.65 acres within the Hillpoint Farms Planned Development Overlay District from PD, Planned Development Overlay District to RU, Residential Urban zoning district for the construction of 193 single-family residential dwellings. These dwellings are included and accounted for within the total 1,813 dwelling units allowed in the amended PD zoning district.

In December 2019, through Ordinance No. 19-O-127, City Council approved an amendment to the master plan to facilitate the transfer of 230 multi-family residential units from Parcel H to Parcel B. At the time of the request, Parcel H was approved for 394 multi-family units while Parcel B was designated for office/commercial use.

In September 2021, through Ordinance No. 21-O-102, City Council approved another amendment of the master plan to modify the location and amount of previously approved residential, recreational, and active and passive open space land uses for Parcel S*6, the Nansemond River Golf Course. The rezoning allowed for the designation of the golf course to be changed to low-density residential (4 units per acre) in order to allow the construction of no more than 195 homes on the previous golf course parcel.

Finally, on March 15, 2023, City Council approved an amendment to the Hillpoint Farms master plan through Ordinance No. 23-O-035 to modifying the proposed use for Parcel E from a hotel to multi-family residential for the construction of 75 affordable multifamily units.

The parcel subject to this rezoning request is currently designated for commercial uses, and was platted to its property boundaries on June 11, 2010 through Instrument number 100073170.

Prior to the Planning Commission's February 16, 2026 meeting, the applicant requested consideration of the item be deferred. Subsequently, the Commission approved a motion to defer consideration of the request to their April 21, 2026, meeting.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the

applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on April 17, 2026.

STAFF ANALYSIS

ISSUE:

The applicant is proposing to conditionally rezone a portion of the subject property, 5.2 acres, which is currently zoned PD, Planned Development Overlay Zoning District, to amend the master plan, which currently designates the entirety of the subject property for commercial uses. The proposed master plan amendment will redesignate a 5.2-acre portion of the subject parcel for Traditional Neighborhood/Apartments Use to permit the construction of affordable multifamily units. With this rezoning request, the applicant and property owner are also proposing new proffered conditions applicable to the subject property. While a rezoning action is required for City Council to accept new proffers and modify the master plan, please note that the applicant and property owner are not proposing to change the current PD zoning designation for the property.

The applicant aims to develop 79 affordable multifamily units, which will be reserved for households earning 80% of the area median income (AMI) or less, in the area subject to this rezoning request, and retain approximately 2.8 acres for parking, loading, and commercial uses. The proposed development would yield 15.49 units per acre (since there are 5.1 acres of developable area on the property), which is close to the maximum density allowed for the Hillpoint Farms master plan of 16 units per acre.

In the attached Voluntary Proffer Statement, the applicant is proposing a total of seven proffered conditions (see Exhibit B):

- In proffer #1, the applicant is pledging that the property will be developed as 79 multifamily units, with a density that shall not exceed 16 units per acre, as limited by the Hillpoint Farms master plan.
- In proffer #2, the applicant states that all units shall be affordable to households earning 80% of the area median income (AMI) or less for a minimum 30-year term from the date of issuance of a Certificate of Occupancy (C.O) on the property.
- In proffer #3, the applicant commits to contribute Eight Hundred Twenty-Three Thousand One Hundred Nineteen Dollars (\$823,119) to advance capacity for the current student deficits in Hillpoint Elementary School and Kings Fork High School. The students generated by this development will be six (6) High School students and thirteen (13) Elementary students. The Capitol Improvements Program (FY 2025-2034) will allow cash proffers to be paid to advance capacity. Based upon the estimated cost to advance capacity at the elementary school level, a contribution of \$35,900 per student would be required, and to advance capacity at the High School level \$59,402.09 per student would be required. The applicant shall make a cash contribution of Four Hundred Eleven Thousand Five Hundred Fifty-Nine Dollars and 50 Cents (\$411,559.50) per building (2 buildings) and shall be paid prior to the issuance of a Certificate of Occupancy.
- In proffer #4, the applicant states that they will provide frontage improvements for the width of the subject parcel along South Hillpoint Boulevard, including streetlights and

sidewalks.

- Proffer #5, the applicant agrees that the buildings shall be substantially consistent with the building elevations on file with the Planning Department and dated 10/23/25. The exterior of the buildings shall be at least 50% brick veneer and cementitious board (such as Hardi-Plank). The development shall contain an interior exercise room and an outdoor active area.
- Proffer #6 states that the applicant will provide an access road connection for the future extension to Commercial Lane (in the vicinity of the subject property), which includes a looped waterline connection with a public utility easement – both to be finalized before the issuance of a C.O.
- Proffer #7, the applicant pledges to provide the necessary upgrades to Pump Station #41 to mitigate the sanitary sewer capacity deficit for the proposed development.

CONSIDERATIONS AND CONCLUSIONS

In accordance with Appendix B, Section B-4 of the Unified Development Ordinance, rezoning applications must include a statement of the reasons for seeking an amendment to the zoning maps of the City of Suffolk. The applicant has provided a narrative as a part of this request, which outlines the applicant's reasons for seeking the rezoning.

In their narrative, the applicant states that while the undeveloped subject property was master planned over 30 years ago as a commercial site, it currently lends itself to Traditional Neighborhood use, thus matching the 2045 Comprehensive Plan, rather than an exclusively commercial site. Therefore, the applicant proposes to develop two buildings, which will yield 79 affordable units, at a density of 15.61 units per acre.

The applicant also reasons that such affordable housing would align with the existing uses in the vicinity of the subject property and would especially align with Virginia Housing's (VHDA) approved affordable housing development that is currently being developed north of the subject property (Hillpoint Trace 1). Additionally, the applicant states that they recognize the current designation of the entirety of the subject parcel as commercial in the Hillpoint Farms master plan, and therefore, the property owner is proposing to reserve approximately 3 acres of the parcel for future commercial and parking use.

1. Comprehensive Plan

According to the 2045 Comprehensive Plan, the subject property is designated as Traditional Neighborhood Land Use Type. The intent of the Traditional Neighborhood Land Use Type is the following:

- Provide single-family housing options that accommodate a range of family sizes and preferences.
- Allow residential infill that fits in with neighboring homes (building scale, placement, etc.).
- Encourage integrated neighborhoods through shared open space amenities and vehicular and pedestrian connectivity, where feasible.

- Provide vehicular and pedestrian connections to adjacent neighborhoods where feasible.
- Promote historic preservation efforts to maintain the existing neighborhood character of historic districts.
- Support neighborhood-scale commercial uses located at the edges of a neighborhood.
- Consider allowing higher density residential development than that prescribed in the 2045 Comprehensive Plan in certain areas of this Future Land Use Type where transportation corridors and infrastructure are already established and where the proposed use is compatible with adjacent uses and the established development pattern.

Applicable zoning districts for Traditional Neighborhood Land Use Type include Residential Compact (RC), Residential Medium Density (RM), Residential Urban (RU), Mixed Use Development Overlay (MUD), and Planned Development Overlay (PD). Primary uses include single-family detached and single-family attached dwellings. Secondary uses include retail, personal services, restaurant, office, civic (such as schools, houses of worship, parks/open space). The target density range is 4 to 10 dwelling units per acre.

The current PD, Planned Development Overlay Zoning District designation, aligns with the 2045 Comprehensive Plan, since PD is one of the applicable zoning districts. However, for the Traditional Neighborhood Land Use Type, the 2045 Comprehensive Plan calls for primary uses that are mainly single-family. Hence, the proposed multifamily development does not align with what is identified as most appropriate for the Traditional Neighborhood Land Use Type within the 2045 Comprehensive Plan. While there is a misalignment between what is being proposed and the guidance of the 2045 Comprehensive Plan, staff recognize that there are multifamily uses already established within the Hillpoint development, and the proposed multifamily development is compatible with the prevailing development pattern in the vicinity.

The proposed multifamily development also aligns with a purposeful intention set by the 2045 Comprehensive Plan, where higher-density residential developments can be allowed in certain areas designated as Traditional Neighborhood Land Use Type, “where transportation corridors and infrastructure are already established, and where the proposed use is compatible with adjacent uses and the established development pattern”.

As proposed on the conceptual layout, for 5.1 acres of net developable area, 79 units would yield a density of 15.49 units per acre. The proposed density does not align with the 4 to 10 units per acre set by the 2045 Comprehensive Plan for the Traditional Neighborhood Land Use Type; however, it is aligned with the density maximum of 16 units per acre set in the Hillpoint Farms master plan.

The 2045 Comprehensive Plan sets specific themes and policies related to land use, transportation, open space, and the environment that should be considered when contemplating a rezoning application. Relevant to this application are the following:

Objective L.1: Focus development in designated Growth Areas and promote development that is consistent with the Future Land Use and Growth Areas Map.

- *Action L.1.1: Review development proposals for consistency with the Future Land Use and Growth Areas Map, the Future Land Use Types described and mapped in this chapter, and the Guiding Values, Land Use Principals, Objectives and Actions adopted in this plan.*

As previously stated, the 2045 Comprehensive Plan outlines PD as one of the applicable zoning districts for the Traditional Neighborhood Land Use Type. The applicant is proposing to maintain the PD designation within the Hillpoint Farms master plan, but it is proposing to change the identified use for the subject parcel from solely commercial to primarily residential. This change does not align with the primary uses set by the 2045 Comprehensive Plan, which calls for single-family detached and attached. The proposed density of 15.49 units per acre also conflicts with the 2045 Comprehensive Plan's expected density for Traditional Neighborhoods, which sets the limit at 10 units per acre.

The proposed development aligns in some respects with the intent and form of the Traditional Neighborhood Land Use Type, specifically with the intent that calls for higher density in areas where transportation corridors and infrastructure are already established, and where the proposed use (multifamily) is compatible with adjacent uses. The proposed development also aims to offer multiple unit typologies options, and therefore accommodate different tenant compositions (for instance, one individual or families with children) by providing 36 units with three bedrooms, and 43 units with two bedrooms.

However, staff believe that the proposed concept does not align with all dimensions of the expected primary uses, particularly with key features of the Traditional Neighborhood Land Use Type. For instance, it does not provide single-family housing options, either attached or detached, thus it presents a development that is less diverse than desired with regard to housing (structure) typologies. At the same time, by re-designating the primary planned use from commercial to residential, the applicant does not clarify how commercial development will be actualized within the overall planned development to conform to the initial intent of the Hillpoint Farms master planned development nor justify how the proposed additional residential development will create critical mass to support future neighborhood-scale commercial uses located at the edges of the neighborhood.

While the proposed conceptual layout provides shared access to the commercial portion to the north, as well as a sidewalk connection to this commercial area, the layout does not directly connect to the future Hillpoint Trace 1. Simultaneously, it sets the buildings away from the existing *Hillpoint Trace 1* affordable units to the north of the subject parcel, thus isolating the 79 affordable units envisioned for the site. While an exterior sidewalk connection along Hillpoint Boulevard South and Hillpoint Boulevard is adequate, it is the staff's opinion that both Hillpoint Trace 1 and Hillpoint Trace 2 would work best if connected internally. This connection could be pedestrian-only or both vehicular and pedestrian. A pedestrian trail to the east, along the central stormwater management facility (SWMF), could offer the needed connectivity and a positive recreational opportunity. At the same time, the proposed layout does not show a direct connection between both the Hillpoint Trace 2 and the proposed commercial/office area and Hillpoint Trace 1 – the

parking lot ends and flows north to Hillpoint Boulevard. These factors do not fulfill the intent set for the Land Use Type that calls for integrated neighborhoods through shared open space amenities and vehicular and pedestrian connectivity, and vehicular and pedestrian connections to adjacent neighborhoods to the north/northeast of the subject property.

While proposed multifamily use and density can be considered adequate in some respects, the reduction of the commercial use space and its impact on the Hillpoint Farms community are not clearly mitigated in this proposal. There is no guarantee that the approximately 3 acres reserved for commercial use can be sustainable on its own, and that the reserved commercial area can fulfill the intended commercial goals for the overall PD. Additionally, while other multifamily uses are already established in the vicinity, the proposed layout of the 79 multifamily units does not guarantee a clear and pedestrian-friendly integration and connectivity with other existing residential uses.

Objective L.2: Promote predictable and orderly development.

- *Action L.2.3: Promote master planned developments on certain sites.*
- *Action L.2.5: Continue to promote and encourage mixed-use and planned developments throughout the City in appropriate use districts, understanding that use districts consist of a variety of primary and secondary uses.*

While this application is a rezoning request, the property will remain within the Hillpoint Farms master plan and its PD zoning designation. The request is to re-designate the majority of the subject parcel (5.1 acres of 8 acres) in the master plan from commercial to residential. This will decrease the amount of available acreage for commercial development that was previously provided in the Hillpoint PD master plan.

The proposed layout offers some insights into what a future commercial development in the commercial portion could look like. The commercial areas between Hillpoint Trace 2 and Hillpoint Trace 1 show a proposed commercial/office area with approximately 30,500 square feet of floor area and parking. However, it is not clear when and who will occupy such commercial/office area, nor how a change from commercial to residential designation will impact the commercial integration of the master planned area. It is also not clear how the 79 proposed units will contribute/or remediate the loss of commercial area within the overall planned community beyond providing potential housing for incoming workers who could potentially work at businesses in the vicinity.

Whereas staff recognizes the applicant's effort to include commercial surface in the project, the proposed contribution to the whole planned development does not provide the full envisioned balance between commercial uses, residential uses, and pedestrian-friendly built environment, thus negatively impacting the general mixed-use character of the master plan. A true mixed-use proposal would propose a design and justification as to how the proposed master plan amendment accomplishes the goals set by the 2045 Comprehensive Plan, and mitigates the loss of the commercial designated area.

Objective L.3: Promote a balance of residential and non-residential land uses.

- *Action L.3.1: Adjust residential density range targets within Use Districts to better*

align with recent trends and market demands.

- *Action L.3.2: Continue to develop implementation tools that will help achieve an appropriate jobs-to-housing ratio.*
- *Action L.3.3: Develop guidelines for inclusion of affordable housing units for moderate-income workforce housing as part of mixed-use developments.*

The applicant is proposing to develop 79 affordable units on 5.1 acres of buildable area in the subject property. Within the applicant's narrative provided with this application, the property owner clarifies that they will file with the Virginia Housing (VHDA) for site approval, as it is proposed that rental rates shall be affordable to households earning 80% of the area median income or less. The addition of affordable housing is a positive contribution to the existing housing stock in the City of Suffolk. The inclusion of diverse types of units with one, two, and three bedrooms is an important characteristic that sets the development to accommodate different types of tenants, family composition, and different income levels within the affordable qualifying income bracket.

The applicant is proposing a density of 15.49 units per acre. As previously mentioned, the Traditional Neighborhood Land Use Type suggests a density of 4 to 10 units per acre; however, the Hillpoint Farms allows for a maximum of 16 units per acre. The difference between the proposed density and the 2045 Comprehensive Plan is significant but note that the 16-unit-per-acre density was part of the initial design and approval of the Hillpoint Farms master plan and is appropriate given the context of the master plan.

It is the staff's opinion that the chosen location for these 79 affordable units, and the lack of direct connection and cohesive flow with Hillpoint Trace 1, might lead to a concentration of isolated affordable housing in a rather small acreage of the Hillpoint Farms master plan. This can produce negative socioeconomic and land use impacts by mutually aggregating lower-income households on a few parcels while isolating them from other neighborhoods and commercial opportunities.

Objective L.4: Promote compatibility in land use patterns and encourage the creation of quality places.

- *Action L.4.1: Continue to develop new and expand existing incentives that encourage mixed-use development.*
- *Action L.4.3: Promote higher density residential development where growth is well supported by existing infrastructure.*

The proposed development consists of 79 proposed affordable units, divided into two multifamily buildings. To the west, east, and north of the proposed project, there are established multifamily developments and one affordable multifamily housing development that is currently under construction. The proposed development is mostly situated towards the south of Tax Map 26F(1B)*C, and has a proposed connection to Commercial Lane, which connects the proposed development to some commercial uses to the south of the parcel.

While there is already a connection to the commercial uses to the south, the proposed layout does not offer a natural transition and an internal connection to the multifamily parcels to

the north at Hillpoint Trace 1. The proposed layout shows a potential commercial/office development to the north of the 79 units, inclusive of parking, but it does not connect directly to Hillpoint Trace 1, thus leaving the approximately 3-acre residual commercial area in limbo, which breaks the use pattern established within this area of the Hillpoint Farms master plan.

Another challenge arises regarding the Comprehensive Plan objective of creating quality places. By changing the primary use of the subject property from commercial to residential, the Hillpoint Farms master plan will lose acreage that could be allocated for commercial. Additionally, the conceptual layout plan demonstrates no shared amenities or space that lends itself to the development of “third spaces”, which are shared social environments outside of one’s home and work that serve as an anchor for a community. The proposed amendment to the master plan impacts the character of the planned development as initially envisioned as a mixed-use plan, and therefore, the removal of commercial acreage might negatively impact the mixed-use character and the quality of the overall development.

2. Unified Development Ordinance

As the currently approved Master Plan for the Hillpoint Farms Planned Development illustrates, the built-out of the development is capped at 1,813 residential units. To date, the total of 1,813 units have been constructed, are under construction, or have been accounted for through the approved development plan or through anticipated development plan submittal. The proposed 79 units in this application would be additional to the 1,813 units already developed or in the development stage. In accordance with Article 4, Section 31-404(d)(2)(B), *“If a property is zoned “PD” or “PD-H” at the time of adoption of this Ordinance, it shall remain subject to all terms, conditions, and restrictions of approval under the Zoning Ordinance in effect when the PD or PD-H classification was approved, including any specific modifications of the then-existing PD or general regulations, and any approved final plans, unless and until the zoning classification of such property is amended pursuant to this Ordinance.”* As such, the Master Plan for the Hillpoint Farms Planned Development is governed by the regulations found within the UDO’s predecessor, the City’s Zoning Ordinance, which was published in 1976. Section 31-520 of this Zoning Ordinance provides for a substantial change to an approved development following public hearing and approval by City Council upon receipt of a recommendation from the Planning Commission.

In review of the regulations established for the creation of Planned Developments within the 1976 Zoning Ordinance, it was revealed that Planned Developments were allotted a great deal of flexibility in design as it relates to their establishment, with the master plan itself being the ultimate document that controls development within these communities. Staff has reviewed the City’s previously adopted Zoning Ordinance as it relates to this request. With this request, the applicant is proposing to establish an additional 79 units with a maximum density of 15.49 units per acre, which is consistent with the maximum permitted density within the Hillpoint Farms Planned Development (16 units per acre).

3. Adequate Public Facilities

The purpose and intent of the adequate public facilities ordinance is to ensure that public facilities are available to support new development and associated impacts and that each public facility meets or exceeds the Level of Service standards established by the 2045 Comprehensive Plan and the Unified Development Ordinance. No rezoning request should be approved that would cause a reduction in the levels of service standards for any public facility impacted.

Public Water and Sanitary Sewer

City water and sewer are available to the site, and as part of the Volunteer Proffer Statement, the applicant is pledging to do all the necessary upgrades to Pump Station #41 to mitigate the capacity deficit for the proposed development. The Department of Public Utilities has no objections to the rezoning application at this time.

Stormwater Management

The Department of Public Works' Engineering Division has reviewed the request and currently has concerns regarding the size of the proposed stormwater management facility located at the center of the parcel that would serve the proposed development. This Division stated that compliance with all regulations related to stormwater will be required to be demonstrated at the time of development plan review.

Transportation

The applicant submitted a Traffic Impact Memorandum, prepared by EPR, P.C., dated January 14, 2026. This memorandum explains that "access is proposed via shared access with the existing CHKD access, plus a right-out-only partial access on South Hillpoint Boulevard. In addition, the site is designed to facilitate future access to the adjacent parcel in the rear of the property to provide a connection to the Commercial Lane cul-de-sac (ultimately providing another potential connection to Godwin Boulevard)." The 79 multifamily units are expected to generate 532 daily trips, with 32 trips taking place at the morning (AM) peak hour, and 40 in the evening (PM) peak hour. This document also elaborates further on the use of the residual commercial parcel: if a 10,000 square foot office space were to be developed on that parcel, that office would generate 108 daily trips, with 15 trips taking place at the AM peak hour, and 14 trips at the PM peak hours. The 79 apartments combined with the 10,000 square foot office space would generate 640 daily trips, with 47 trips taking place at the AM peak hour, and 54 taking place at the PM peak hour.

The Department of Public Works' Traffic Engineering Division reviewed the Traffic Impact Memorandum submitted in support of this application and has accepted its findings. While Traffic Engineering is recommending approval of this request, this Division requests that future development plans (at the site plan phase) show a "right in" and "right out" access point, as well as that shared access is shifted inward on the northern access point to Hillpoint Boulevard South.

As outlined in the Voluntary Proffer Statement, in proffer number #4, the applicant pledges to provide frontage improvements for the width of the subject parcel along South Hillpoint Boulevard, including streetlights and sidewalks. In proffer number #6, the applicant pledges to provide an access connection for the future extension to Commercial Lane, to be completed before the issuance of a Certificate of Occupancy.

Schools

Students generated by the proposed development are currently assigned to Kings Fork High School, Kings Fork Middle School, and Hillpoint Elementary School, of which the Elementary and High School currently have capacity deficits. The applicant has proffered a maximum of 79 (affordable) residential units. In accordance with Section 31-601 of the UDO, a development consisting of 79 multi-family units would generate thirteen (13) elementary school students, seven (7) middle school students, and six (6) high school students. Typically, cash contributions towards the advancement of school capacity may be accepted by the City Council. To properly mitigate impacts at the elementary school level, a total cash contribution of \$466,707.15 total, or \$5,907.69 per dwelling unit, or \$35,900.55 per student, would be appropriate. To properly mitigate impacts to the high school level, a total cash contribution of \$356,412.54 total, or \$4,511.55 per dwelling unit, or \$59,402.09 per student, would be sufficient to address the impacts directly attributable to the proposed use.

The applicant is proffering a cash contribution of \$823,119 total, or \$411,559.50 per building, to advance capacity for the Hillpoint Elementary School and Kings Fork High School. Per the applicant, this contribution shall be paid before the issuance of a Certificate of Occupancy. This is the amount necessary to advance school capacity required to serve future students generated by the development, and the proffered cash contribution does not satisfy the adequate public facilities requirements set in accordance with Section 31-601 of the UDO.

4. Proffered Conditions

The applicant provides seven proffered conditions:

- In proffer #1, the applicant is pledging that the property will be developed as 79 multifamily units, with a density that shall not exceed 16 units per acre – as limited by the Hillpoint Farms master plan.
- In proffer #2, the applicant states that all units shall be affordable to households earning 80% of the area median income (AMI) or less for a minimum 30-year term from the date of issuance of a Certificate of Occupancy (C.O) on the property.
- In proffer #3, the applicant commits to contribute Eight Hundred Twenty-Three Thousand One Hundred Nineteen Dollars (\$823,119) to advance capacity for the current student deficits in Hillpoint Elementary School and Kings Fork High School. The students generated by this development will be six (6) High School students and thirteen (13) Elementary students. The Capitol Improvements Program (FY 2025-2034) will allow cash proffers to be paid to advance capacity. Based upon the estimated cost to advance capacity

at the elementary school level a contribution of \$35,900 per student would be required and to advance capacity at the High School level \$59,402.09 per student would be required. The applicant shall make a cash contribution of Four Hundred Eleven Thousand Five Hundred Fifty-Nine Dollars and 50 Cents (\$411,559.50) per building (2 buildings) and shall be paid prior to the issuance of a Certificate of Occupancy.

- In proffer #4, the applicant states that they will provide frontage improvements for the width of the subject parcel along South Hillpoint Boulevard, including streetlights and sidewalks.
- Proffer #5, the applicant agrees that the buildings shall be substantially consistent with the building elevations on file with the Planning Department and dated 10/23/25. The exterior of the buildings shall be at least 50% brick veneer and cementitious board (such as Hardi-Plank). The development shall contain an interior exercise room and an outdoor active area.
- Proffer #6 states that the applicant will provide an access road connection for the future extension to Commercial Lane (in the vicinity of the subject property), which includes a looped waterline connection with a public utility easement – both to be finalized before the issuance of a C.O.
- Proffer #7, the applicant pledges to provide the necessary upgrades to Pump Station #41 to mitigate the sanitary sewer capacity deficit for the proposed development.

RECOMMENDATION

The proposed development offers the opportunity to develop 79 affordable units, which is an important housing need in the city. The proposed density is adequate within the Hillpoint Farms master plan density maximums. While affordable housing is a critical need, staff have concerns regarding the proposed design concept. Each rezoning request is evaluated on a case-by-case basis against the regulations outlined in the Unified Development Ordinance and the guiding values detailed in the 2045 Comprehensive Plan. Location, design, existing land use patterns, accessibility, and diversification of housing typologies are key considerations that have been carefully analyzed as they relate to this request.

Staff finds that this proposal does not meet all of the intents of the provisions of the 2045 Comprehensive Plan. It is also slightly misaligned with the mixed-use character of the Hillpoint Farms master plan. The proposed rezoning does not align with some key goals and objectives of the 2045 Comprehensive Plan. The Comprehensive Plan encourages the creation of quality mixed-use places within the Traditional Neighborhood Land Use Type, and the establishment of pedestrian and vehicular connections to adjacent neighborhoods, as well as support for neighborhood-scale commercial uses located at the edges of a neighborhood. The current proposal does not propose a direct and internal connection between the proposed 79 affordable units at Hillpoint Trace 2 and the units to the adjacent neighborhood to the north, Hillpoint Trace 1, nor does it connect those neighborhoods (to the north) to the commercial areas located to the south of the subject parcel. Therefore, the proposed development does not offer a cohesive, connected neighborhood pattern or continuity with the adjacent affordable housing development.

The conceptual plan proposes some amenities on the subject parcel, such as sidewalks, bike racks, and a picnic area. The narrative also refers to an *outdoor active area* without specifying what type of amenities will be included to frame it as an active space. The location of the proposed active

area is unknown on the plan. The site layout includes other amenities such as a picnic table shelter to the west of the development, as well as bike racks near building #1 and building #2.

The application does not lend itself to demonstrating the creation of “quality places” required by the 2045 Comprehensive Plan. For instance, the connection between the proposed development and Hillpoint Trace I is not guaranteed or provided, and instead is depicted merely in a conceptual fashion through the commercial component shown on the proposed layout plan. Note, the commercial component is not being developed at this stage, and it is unclear if or when it will be developed; thus, relying on improvements to eventually be constructed on the residual commercial parcel to conclude that the entirety of the development is cohesive and connected would not be correct. It is staff opinion that the inclusion of an internal trail system and an internal vehicular connection between all parcels could actively support the creation of “quality places” as set by the 2045 Comprehensive Plan.

The removal of the majority of the commercial designated area on the subject parcel in the context of the proposed development layout fails to address the mixed-use nature of the master plan, particularly as the Route 10/32 Godwin Boulevard corridor emerges and matures as an important and viable commercial market. While affordable housing is an important housing segment for the city, the current proposal still shows some areas that require improvement to provide an integrated layout and quality mixed-use community and housing solutions within the Hillpoint Farms master plan. Therefore, the staff recommends that the Planning Commission forward Rezoning Request RZN2024-015 (Conditional) to City Council with a recommendation of **denial**.

This applicant was originally scheduled to be considered by the Planning Commission on February 17, 2026. On February 16, 2026, the applicant’s agent, Brian Layne, requested, on behalf of the applicant, a 90-day deferral of consideration of this request. Therefore, this application is being presented to the Planning Commission at its April 21, 2026, meeting.

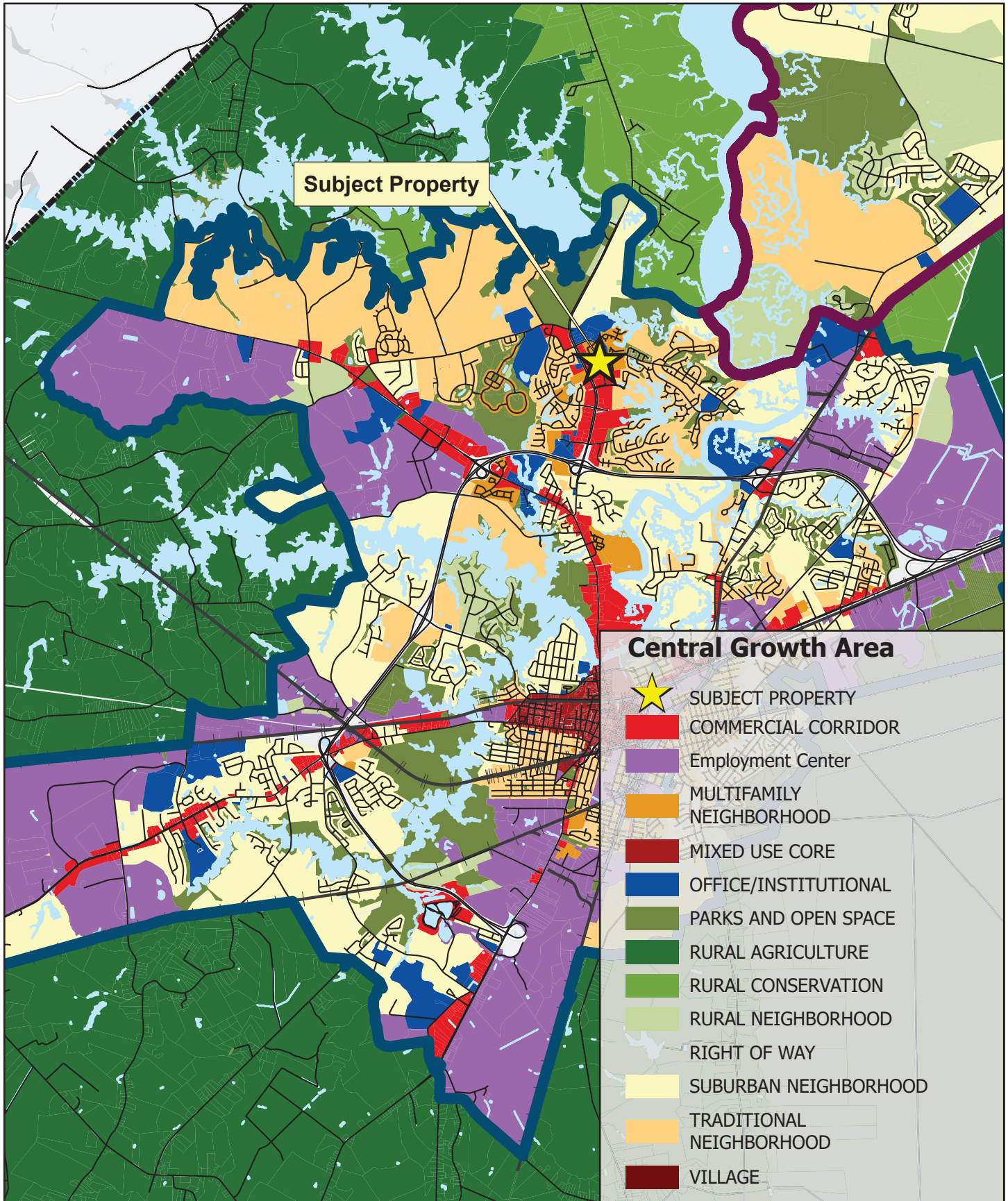
Attachments:

- General Location Map
- Zoning/Land Use Map
- Hillpoint Trace – Phase 2 Site Exhibit
- Hillpoint Trace – Phase 2 Connectivity Plan
- Hillpoint Trace – Phase 2 Rezoning Narrative Description
- Disclosure Statement Form
- Public Comments
- Proposed Ordinance
- Exhibit A - Planning Commission Resolution
- Exhibit B – Voluntary Proffer Statement
- Exhibit C – Property Map
- Exhibit D – Rezoning of Hillpoint Trace – Phase 2 - Rezoning Exhibit
- Exhibit E – Hillpoint Trace – Phase 2 – Elevations
- Exhibit F – Hillpoint Farms Revised Master Plan

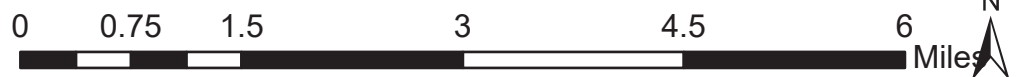


GENERAL LOCATION MAP

RZN2024-00015



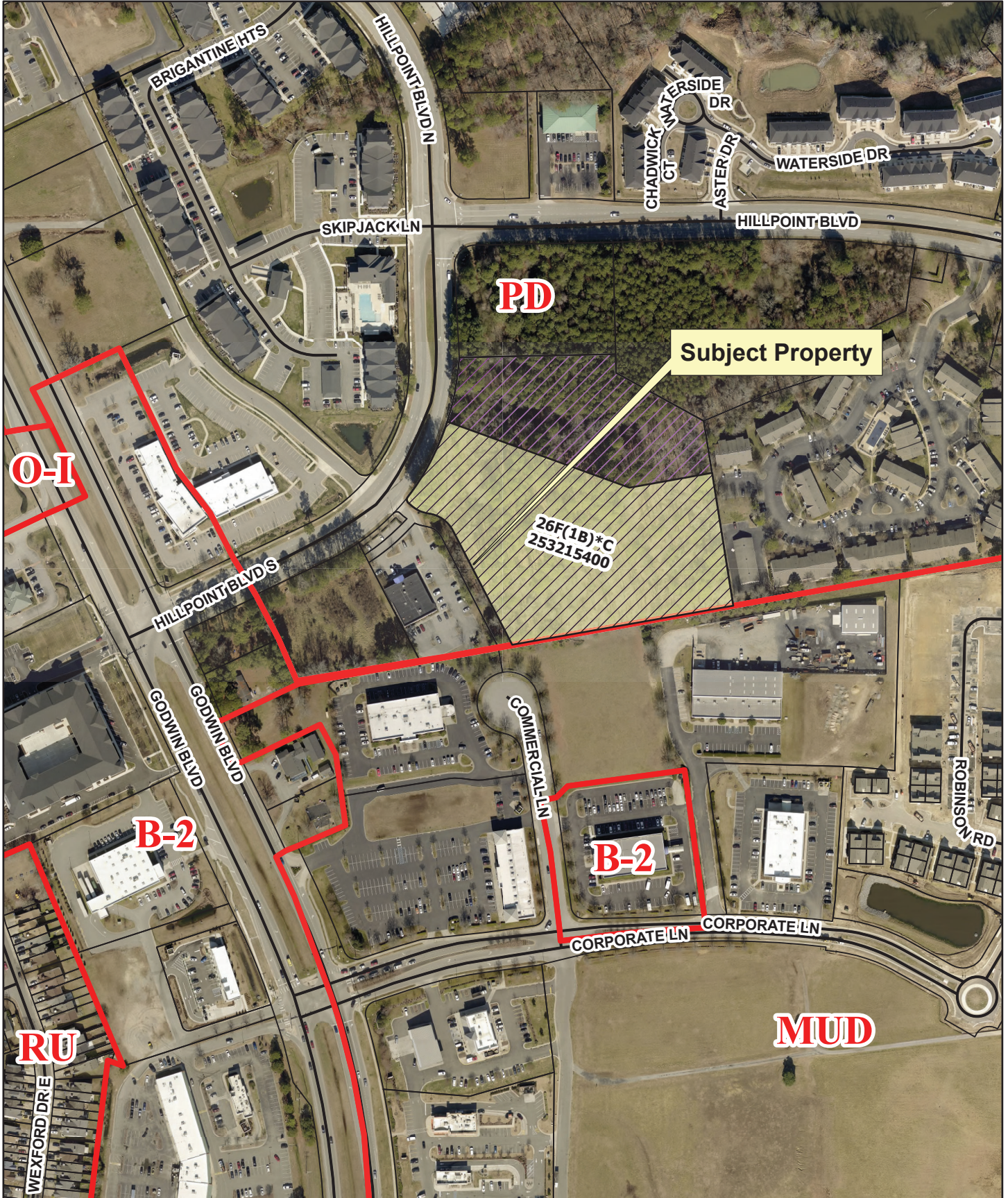
Author: KOSSAI
Date: 12-01-2025





ZONING / LAND USE MAP

RZN2024-00015



Author: KOSSAI
Date: 12-01-2025



Image: Suffolk Pictometry 2024





5084.1-24

SHEET 1
C-1

APPROVAL DATE: _____
 DRAWN: DWH
 DESIGN: BIL
 CHECKED: BIL
 DATE: 8/16/24
 SCALE: 1"=100'

CONNECTIVITY PLAN
 HILLPOINT TRACE - PHASE 2
 FOR
 TAX MAP 26F, PARCEL (1B)C
 SUFFOLK, VIRGINIA
 OVERALL CONNECTIVITY

REVISIONS		
REV.	DATE	DESCRIPTION

BY	DESCRIPTION

PARRISH
LAYNE
 DESIGN GROUP
 Engineers • Surveyors • Planners
 P.O. Box 9154, Chesapeake, VA 23033
 Phone: 757-686-5195 Fax: 757-686-5388

1.0 PROJECT NARRATIVE & REASONS FOR REZONING

This Application requests a rezoning amendment to the Hillpoint Master Plan while blending the 2045 Comprehensive Plan designation of Traditional Neighborhood Land Use. Hillpoint was master planned over 30 years ago and contained single family, multi-family, neighborhood business, neighborhood office, hotel, school, golf course and natural open spaces. The original hotel site was rezoned a couple of years ago to affordable multifamily housing and is adjacent to the northern boundary of this property. The developers of the rezoned hotel site are requesting this rezoning to accommodate additional multifamily units for affordable housing. There is a significant need for Affordable Housing in the City and evidenced by the letter of support from the executive director of the Suffolk Redevelopment and Housing Authority. In a market study conducted by T. Ronald Brown: Research & Analysis, the market area was defined as, "the City of Suffolk less that northern portion of the City that is located nearer to Hampton, and is more oriented to the cities of Portsmouth and Norfolk", the analyst determined that the total need for affordable multifamily units was 852. Hillpoint Trace I consists of 75 units and will account for under 10% of that need. Occupancy at tax credit properties in the market area was 100% at the time of the report solidifying the data presented and the need of the public for affordable housing. When determining sites that are worthy of meeting the need of affordable housing VHDA has a tiered point category wherein 30 points are awarded to developments located in census tracts with less than 3% poverty, 25 points are awarded with less than 10% poverty and 20 points are awarded with less than 12% poverty. The proposed site is located in census tract 754.02 and has a poverty percentage of 4.6%. So, whereas other sites in the City may exist, this property scores higher than nearly all surrounding census tracts. The site is also within walking distance (1/4 mile) of a Suffolk Public Bus Stop that serves the local hospital, medical offices and two grocery stores. This is a critical scoring criterion in the competitive cycle, particularly in the Tidewater pool. VHDA uses US Census Bureau data, S1701, poverty status in the past twelve months.

The subject property, TP 26F(1B)*C, was designated as an Office / Commercial Site with the adoption of the original master plan and contains eight acres. The northerly contiguous parcel, TP 26F(1B)*F, is common ownership and contains two acres. This application could rezone 5 of the 8 commercial acres leaving three acres of commercially zoned property for future development that will serve the need of the residents of the Hillpoint Master Plan. This combined area will total 5 acres and be used as office / commercial located on the southerly corner Hillpoint Boulevard and Hillpoint Boulevard South approximately 900 feet east of Godwin Boulevard. There are four undeveloped acres owned by the same landowner on the corner of Hillpoint Boulevard South and Godwin Boulevard commercially zoned in the Hillpoint Planned Development that allows the Hillpoint Master Plan to be served by a traditional corridor commercial use. The owner has a vision of the combined 5 acre commercial parcel as neighborhood office and neighborhood commercial such as:

1. Professional Services: small offices for real estate, accountants, attorneys, engineers and medical/dental.
2. Food / Beverage: Coffee Shop, cafes, bistros, ice cream parlors and small restaurants.
3. Community Facilities: Daycare, small gathering places, small retail and boutique.

As stated above, this development will blend the Hillpoint Master Plan Development and the 2045 Comprehensive Plan designated Traditional Neighborhood use by proffering pedestrian connectivity by street sidewalks and proffered materials that are typical for market rate buildings. The PD uses and Traditional Neighborhood Uses are in conflict of each other but we are blending the existing and proposed multifamily component with a the neighborhood businesses while connecting the two apartment sites by providing walking patterns to the existing business in the corridor and utilizing Public Transit ultimately reducing vehicular needs. The City has funded CIP projects that this application will serve:

1. RTE. 58 / Holland Road Corridor Improvements: This City project is near completion of the main corridor that adds and implements transportation to the City's 5 million square feet of available warehouse space. Workforce housing provides workers the opportunity to live and work without great commute distances and have a home in Suffolk.
2. Suffolk Transit Operations Facility: The City is near completion of an operation facility to enhance the sustainability of it's public transit system. The project is within walking distance of a public bus stop serving the green route.
3. Godwin Boulevard Corridor Improvements and Godwin Boulevard Interchange Improvements: The City has completed a few of the phases and committed additional funding to improve transportation for the Godwin corridor. This corridor supports the local hospital, 2 grocery stores, a gate way entrance to the downtown area and the public transportation route. Business growth has blossomed in this corridor and workforce housing is in demand.

A review of the Hillpoint Master Plan and the current residential ratios determine the typology of the dwelling units. There are approximately 1786 residential dwelling units and 620 are multifamily (35%) leaving 65% single family residential. This project will add 79 units revising the percentage 4% (39% MFR, 61% SFR). The commercial/office component left undeveloped will be approximately 9 acres maintaining almost 4% of the planned development that will provide a neighborhood business/office use and corridor commercial use to service Hillpoint. The typology of the apartments will be approximately 36-3 bedroom apartments and 43-2 bedroom apartments. VHDA has point categories (up to 15 points) for developments that have no more than 20% total units with one bedroom or less and (up to 15 points) for developments with 3BR units. While these scoring criteria appear that they can be "maxed" out, there is also an efficiency category (up to 100 points) wherein developments score much higher by having a higher percentage of 3BR units. This is the reason for the unit mix. The developer has proffered an internal fitness / exercise room and outdoor active area to lessen the burden on the Hillpoint open spaces. The developer will also provide at minimum 10% Type A 504 fully accessible units and 100% of units would be UD (Universally Designed) certified National Green Building Standards (NGBS) Silver.

We had a community meeting with the Homeowners Association to address their concerns as evidenced by the HOA support letter. Suffolk Housing and Redevelopment has also supported the application and the need for workforce housing. The developer has proffered a connected roadway to Commercial Lane that further enhances the proximity of the proposed apartment buildings to commercial and employment opportunities. This proffered connection allows pedestrian access to

the existing commercial/office area adjacent to the property and adds to the pedestrian access to the neighborhood office/commercial areas.

This rezoning request will complement the City's CIP investments and provide a sound growth opportunity by offering workforce housing for new jobs created with the economic growth Suffolk has recently experienced from the warehouse, commercial and office developments in the area. A quick study of the 2045 Comprehensive Plan identifies several action items that this request compliments:

1. *Action H.1.2: Monitor the production of affordable/workforce housing to align initiatives with ongoing needs.* The submitted FIA identified the need for 852 additional multifamily affordable housing in this corridor. The developers are providing proffer language to address staff concerns.
2. *Action H.1.4: Consider the creation of development incentives for the encouragement and inclusion of affordable income housing units within mixed use and mixed income development projects.* The Hillpoint Development has approximately 1786 residential units consisting of single family homes, townhomes, apartments that are served by commercial and office uses. The income level restrictions of this development range from 30% - 80% of AMI. The developer has proffered rent rates within 80% of AMI for a thirty year period.
2. *Action H.1.6: Promote greater awareness of the City's affordable housing goals and its incentive and assistance programs through public outreach materials and programming.* Suffolk Housing and Redevelopment has provided a letter of support for the project. Hillpoint Trace II would provide at minimum 10% Type A 504 fully accessible units and 100% of units would be UD (Universally Designed) and be certified National Green Building Standard (Silver).
4. *Action T.1.1: Prioritize transportation investments to address corridors that will be most affected by growth in local development and regional traffic both within and outside of the Growth Areas.* The City has funded four capital improvement initiatives along the Godwin Boulevard Transportation Corridor. The corridor has experienced commercial and office growth. This development will enhance the workforce ability to live locally and provide employment opportunities to work and live in Suffolk.
5. *Action L.1.2: Review and Revise current development regulations, including the UDO and zoning map, to improve compatibility with the comprehensive plan.* This request is to rezone the subject property will provide compatibility with the surrounding uses. The property is located within the Hillpoint Master Plan and serves as Mixed Core Use. The developer has proffered pedestrian access routes to better connect the apartment buildings to the available neighborhood business uses. The neighborhood business use will serve the entire Hillpoint community.
6. *Action L.2.2: Review and update incentives and land use regulations that support traditional neighborhood designs.* The project will provide connectivity and access from S. Hillpoint Boulevard to Commercial Lane. The project will also provide street

sidewalks and lighting along its parcel frontage adjacent to S. Hillpoint Boulevard that connect the apartment project to the business component. The developer has proffered building materials that are typical to market rate apartments.

7. *Action L.3.3: Develop guidelines for inclusion of affordable housing units for moderate income workforce housing as part of mixed-use development.* Staff recognize the need for affordable housing and has worked with the developers to enhance the application the best way possible by identifying the weaknesses of the development. A main concern was the overall appearance and connectivity of the typology of the Hillpoint Master Plan. The developers have answered those concerns by providing exterior finishes of brick and Cementous board, provided a outside active open area and indoor exercise facility, better defined the business use and lay-out of the commercial component, added pedestrian connectivity to Hillpoint Trace 1 and advanced capacity for the student deficit.

City of Suffolk

Department of Planning and Community Development

DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff			
Application Number:		Project Name:	
Project Address:		Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: Taft Mills Group, LLC

Property Address(es): 1015 S Hillpoint Blvd.

Tax Map Number(s): 26F(1B)*C (Portion of)

Account Number(s): 253215400 (Portion of)

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: Brian Layne

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

CJ Tyree

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contigent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES NO (select one)	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>
Real Estate Broker/Agent/Realtor	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>
Accounting/Tax Preparation	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>
Construction Contractor	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>
Engineer/Surveyor/Agent	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>
Legal Services	<input type="checkbox"/> <input checked="" type="checkbox"/>	<hr/>

APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)

Applicant Signature

Date

C.W. Tyree

C.W. Tyree

11/27/24

PROPERTY OWNER CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Property Owner Name (Print)

Property Owner Signature

Date

“Parent-subsidiary relationship” means “a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.” See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

“Affiliated business entity relationship” means “a relationship, other than parent-subsidiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities.” See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: Jerry L. Bowman, Trustee
(as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsubsidiary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

Does the subject property have a proposed or pending purchaser? YES NO

If yes, name of the proposed or pending purchaser: Taft Mills Group, LLC

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contigent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

PROPERTY OWNER SERVICES DISCLOSURE

The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	<i>(select one)</i>		<i>(Name of entity and/or individual)</i>
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Real Estate Broker/Agent/Realtor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>

**PUBLIC COMMENTS
FOR
RZN2024-015**



Public Comment Form

Please be advised that this form is for public comment for RZN2024-015, HILLPOINT TRACE II, only.

All comments provided will be made available to Planning Commission members, City Council members, and the general public.

Comments provided by 5:00 PM on February 10, 2026, no less than one week prior to the Planning Commission's scheduled meeting on February 17, 2026, will be included in staff's report for the Planning Commission.

All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

First Name	Kelly
Last Name	Hengler
Street Address	9345 Eclipse Drive
City	Suffolk
State	Virginia
Zip Code	23433

Comment

Chesapeake Bay Preservation Act (CBPA)
 Virginia Stormwater Management Act
 Virginia Erosion & Sediment Control Law
 State Water Control Law
 Suffolk UDO (CBPA Overlay, Stormwater, Adequate Public Facilities)
 Dillon Rule limits on local authority
 Nansemond River / James River Basin TMDL context
 Impervious surface + RMA constraints

PUBLIC COMMENT — RZN2024-015 (Hillpoint Trace II)
 This rezoning cannot lawfully or responsibly be approved as submitted because the application contains multiple deficiencies under the Chesapeake Bay Preservation Act, Virginia stormwater and erosion laws, the State Water Control Law, and the Suffolk UDO. Under the Dillon Rule, the City of Suffolk may exercise only those powers expressly granted by the General Assembly. The City therefore cannot waive, relax, or ignore mandatory state environmental protections, stormwater requirements, or CBPA standards in order to facilitate a rezoning.

1. CBPA RMA protections are not met
 The parcel is entirely within the Resource Management Area (RMA) of the Chesapeake Bay Preservation Act. The CBPA requires minimization of land disturbance, preservation of existing vegetation, and minimization of impervious cover.

The applicant repeatedly states:

“The site is wooded and the parcel will be mostly disturbed.”

Impervious surface increase “less than 50%.”

Replanting and preservation marked “not applicable.”

This is not compliant with CBPA performance criteria (§62.1-44.15:72 et seq.) or Suffolk’s CBPA Overlay District. “Less than 50%” is not a legal standard. The law requires minimum necessary disturbance, not a percentage chosen by the developer.

2. Intermittent stream and wetlands are downplayed despite CBPA and state law
The applicant claims master drainage ponds “are not CBPA features,” yet also admits an intermittent stream and wetlands that will be impacted.
Under CBPA guidance, intermittent streams are typically RPA features requiring 100-ft buffers unless a formal determination says otherwise.
The application is internally inconsistent and does not meet the burden of proof required for disturbance of sensitive features.

3. Stormwater plan violates the intent of the CBPA and State Water Control Law
The VRRM shows 2.86 lb/yr phosphorus, but the applicant proposes to treat only 1.83 lb/yr on-site and purchase 0.94 lb/yr in off-site credits.
In the Nansemond River HUC, a TMDL-impaired watershed, relying on credits instead of on-site treatment contradicts:

The CBPA requirement to protect local state waters

The State Water Control Law mandate to prevent localized degradation

Suffolk UDO stormwater requirements for on-site pollutant reduction

Credits do not protect the Nansemond River.

4. Pump Station #41 is already over capacity
The applicant admits:

“Pump Station #41 is currently over capacity without the additional 79 units.”

Upgrades are required.

Under the Adequate Public Facilities provisions of the Suffolk UDO, and under the Dillon Rule, the City cannot approve a rezoning that knowingly adds load to an over-capacity sewer system. Doing so risks SSOs and nutrient/bacteria discharge into the Nansemond River, violating state water quality standards.

5. Cumulative impacts are ignored

The Hillpoint Master Plan already contains multiple high-density complexes and regional BMPs.

The CBPA, Virginia Stormwater Management Act, and Suffolk UDO require evaluation of cumulative impacts, not project-by-project isolation.

This application does not provide that analysis.

6. The City cannot waive environmental requirements under the Dillon Rule

The applicant requests fee waivers and reduced proffers.

Under the Dillon Rule, Suffolk cannot waive:

CBPA performance standards

State stormwater requirements

State erosion and sediment control requirements

State water quality protections

Localities have no authority to relax state-mandated environmental protections to make a project financially viable.

7. The application fails to meet the legal standard for rezoning
A rezoning must demonstrate:

Consistency with the Comprehensive Plan

No adverse impact on public facilities

Compliance with state environmental law

This application fails all three.

REQUEST

For the reasons above, I respectfully request that the Planning Commission and City Council DENY RZN2024-015, or at minimum DEFER action until the applicant provides:

A CBPA-compliant analysis of the intermittent stream and wetlands

A stormwater plan achieving full on-site phosphorus reduction

A vegetation preservation and replanting plan consistent with CBPA

A cumulative impact analysis for the Nansemond River watershed

Proof that Pump Station #41 capacity issues are fully resolved before additional units are approved

Approving this rezoning as submitted would violate the Chesapeake Bay Preservation Act, the State Water Control Law, Virginia stormwater and erosion statutes, and the Suffolk UDO, and would exceed the City's authority under the Dillon Rule.

ORDINANCE NUMBER _____

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK IN ORDER TO AMEND THE PLANNED DEVELOPMENT MASTER PLAN FOR PROPERTY LOCATED AT 1015 SOUTH HILLPOINT BOULEVARD, ZONING MAP 26F(1B), PARCEL C; ACCOUNT NUMBERS 253215400; RZN2024-015 (CONDITIONAL)

WHEREAS, C.J Tyree, Taft Mills, LLC, applicant, on behalf of Jerry L. Bowman, Trustee, property owner, has requested to rezone and amend the official zoning map of the City of Suffolk in order to amend the planned development master plan for property located at 1015 South Hillpoint Boulevard, Zoning Map 26F(1B), Parcel C, which land is further depicted on Exhibit “C”; and,

WHEREAS, the proposed rezoning and amendment to the official zoning map has been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and,

WHEREAS, a public hearing before City Council was duly advertised as required by law and held on the ____ day of ____, 2026, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibit "A," "Planning Commission Recommendation", Exhibit “B,” “Voluntary Proffer Statement”, Exhibit “C,” “Property Map”, Exhibit “D,” “Rezoning of Hillpoint Trace – Phase 2 - Rezoning Exhibit”, Exhibit “E,” “Hillpoint Trace – Phase 2 – Elevations,” Exhibit “F,” “Hillpoint Farms Master Plan,” which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

A. Council finds that the proposed rezoning is reasonable, and warranted due to a mistake or change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:

1. the existing use and character of property within the City;
2. the Comprehensive Plan;
3. the suitability of the property for various uses;
4. the trends of growth or change;

5. the current or future requirements of the community as to land for various purposes as determined by population, economic, and other studies;
6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas or other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City; and,
13. the expressed purpose of the City’s Unified Development Ordinance (UDO), as set out in Section 31-102 of the UDO, as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended.

B. The Suffolk City Council makes the following specific findings as to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2045 Comprehensive Plan as adopted by City Council on December 18, 2024.

Section 3. Rezoning.

1. The conditions proffered in the attached Exhibit “B” be, and are hereby accepted.
2. The master plan as shown on the attached Exhibit “F” is hereby approved and the official zoning map be, and it is hereby, amended to modify the designation of Parcel “C-1” as depicted on the master plan from office/commercial to high density residential, which property is identified as Zoning Map 26F(1B), Parcel C.

3. The foregoing master plan and amendment to the official zoning map are expressly made subject to the performance of the conditions hereby proffered and accepted and these conditions shall remain in effect until a subsequent amendment changes the zoning of the property; however, such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance.

Section 4. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the Office of the Clerk of the Circuit Court of the City of Suffolk, Virginia.

This ordinance shall be effective upon passage and shall not be published or codified.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

EXHIBIT “A”

RESOLUTION NO. 26-04-01

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO REZONING REQUEST
RZN2024-015 (CONDITIONAL) TO AMEND THE PLANNED DEVELOPMENT
MASTER PLAN FOR PROPERTY LOCATED AT 1015 SOUTH HILLPOINT
BOULEVARD, ZONING MAP 26F(1B), PARCEL C; ACCOUNT NUMBERS 253215400**

WHEREAS, C.J Tyree, Taft Mills, LLC, applicant, on behalf of Jerry L. Bowman, Trustee, property owner, has requested to rezone and amend the official zoning map of the City of Suffolk in order to amend the planned development master plan for property located at 1015 South Hillpoint Boulevard, Zoning Map 26F(1B), Parcel C, as depicted on Exhibit “C”; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

- A. The Suffolk Planning Commission finds that the proposed rezoning is reasonable, and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
1. the existing use and character of property within the City;
 2. the Comprehensive Plan;
 3. the suitability of the property for various uses;
 4. the trends of growth or change;
 5. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;
 6. the transportation requirements of the community;
 7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
 8. the conservation of natural resources;
 9. the preservation of flood plains;

10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City;
13. the expressed purpose of the City’s Unified Development Ordinances as set out in Section 31-102 of the Code of the City of Suffolk (1998), as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended (“Va. Code”).

B. The Suffolk Planning Commission makes the following specific findings to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2045 Comprehensive Plan as adopted by City Council on December 18, 2024.

Section 2. Recommendation to Council

The Planning Commission recommends to City Council that the request, RZN2024-015 (Conditional), be:

- a. Granted as submitted, and the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.
- c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND PASSED: _____

TESTE: _____

VOLUNTARY PROFFER STATEMENT

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 26F(1B)*C (Portion of),

Block Number _____, Account Number(s) 253215400 (Portion of).

1. The property shall be developed as multi-family not to exceed 79 units and shall not exceed a maximum density of 16 dwelling units per acre per the Hillpoint Master Plan.
2. Rental fees for all units shall be affordable to households earning 80% of the area median income (AMI) or less for a minimum 30-year term from the date of issuance of a Certificate of Occupancy on the property.
3. The applicant shall contribute Eight Hundred Twenty-Three Thousand One Hundred Nineteen Dollars (\$823,119) to advance capacity for the current student deficits in Hillpoint Elementary School and Kings Fork High School. The students generated by this development will be six (6) High School students and thirteen (13) Elementary students. The Capitol Improvements Program (FY 2025-2034) will allow cash proffers to be paid to advance capacity. Based upon the estimated cost to advance capacity at the elementary school level a contribution of \$35,900 per student would be required and to advance capacity at the High School level \$59,402.09 per student would be required. The applicant shall make a cash contribution of Four Hundred Eleven Thousand Five Hundred Fifty-Nine Dollars and 50 Cents (\$411,559.50) per building (2 buildings) and shall be paid prior to the issuance of a Certificate of Occupancy.
4. The applicant shall provide frontage improvements for the width of the subject parcel along S. Hillpoint Boulevard including street lights and sidewalks, if not already installed to City standards.
5. The applicant agrees that the buildings shall be substantially consistent with the building elevations on file with the Planning Department and dated 10/23/25. The exterior of the buildings shall be at least 50% brick veneer and cementitious board (such as Hardi-Plank). The development shall contain an interior exercise room and outdoor active area including bicycle parking racks, pedestrian paths and a picnic shelter.
6. The applicant shall provide an access road connection for the future extension to Commercial Lane. A looped waterline connection with a public utility easement shall be installed with the access road connection to the existing water main located in Commercial Lane. The road connection and looped waterline will be constructed with the site plan for the project and completed before the issuance of a CO.
7. The applicant shall provide the necessary upgrades to Pump Station #41 to mitigate the capacity deficit for this development.

Applicant Signature: 

Date: 4/16/26

Property Owner Signature: 

Date: 4/16/2026

Property Owner Signature: _____

Date: _____

VOLUNTARY PROFFER STATEMENT

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 26F(1B)*C (Portion of)

Block Number _____, Account Number(s) 253215400 (Portion of)

1. The property shall be developed as multi-family not to exceed 79 units and shall not exceed a maximum density of 16 dwelling units per acre per the Hillpoint Master Plan.
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7. The applicant shall provide the necessary upgrades to Pump Station #41 to mitigate the capacity deficit for this development.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

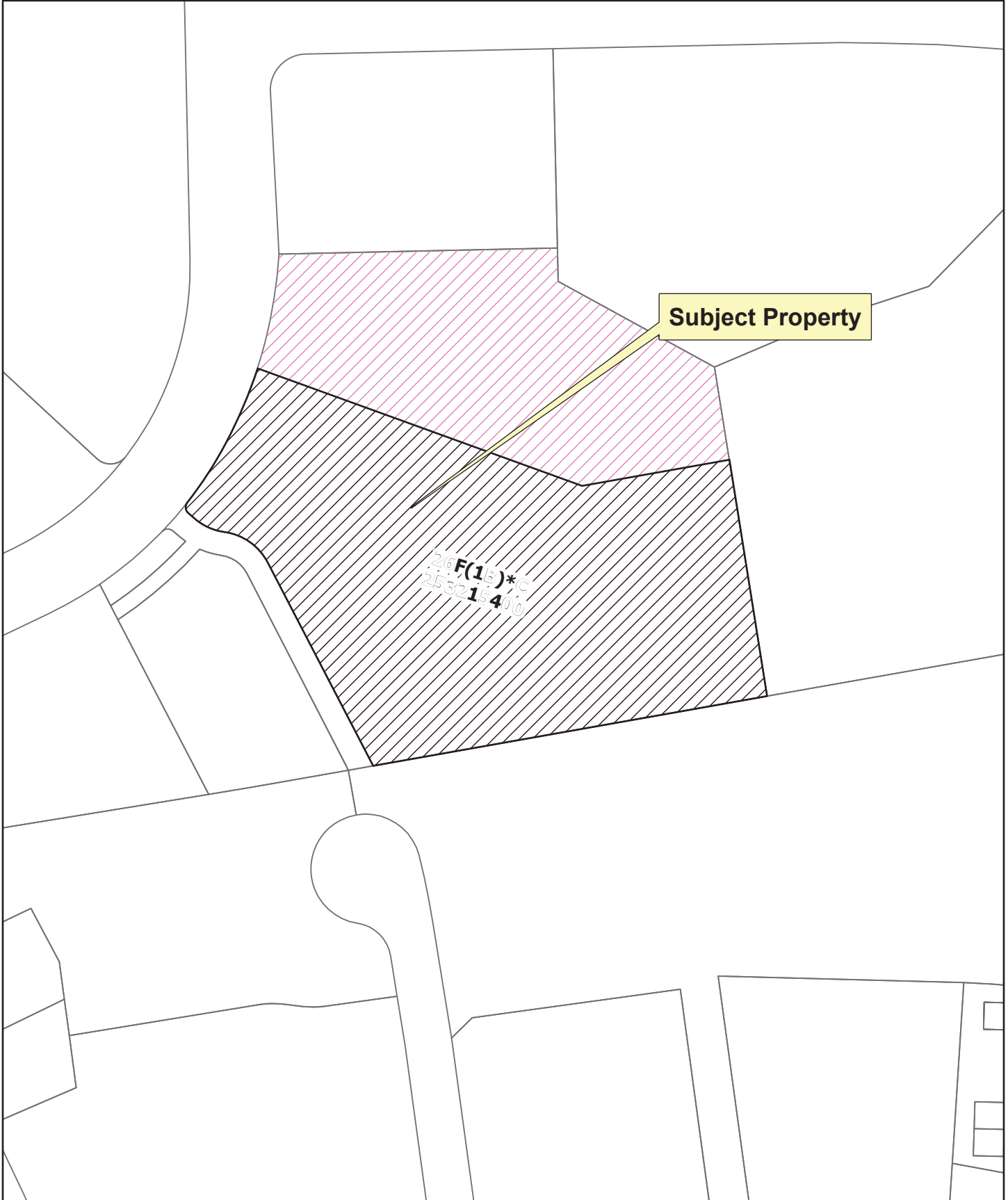
Property Owner Signature: 

Date: 4/19/25



PROPERTY MAP RZN2024-00015

EXHIBIT C



Author: KOSSAI
Date: 12-01-2025





1 Building 2 Elevation - 1
Scale: 3/32"=1'-0"



2 Building 2 Elevation - 2
Scale: 3/32"=1'-0"





1 Building 2 Elevation - 3
Scale: 3/32"=1'-0"





1 Building 2 Elevation - 4
Scale: 3/32"=1'-0"

ELEVATION KEY


- 

MARK (M1) ASPHALT SHINGLE ROOF
30 YEAR ARCHITECTURAL, DIMENSIONAL ANTI-FUNGAL ASPHALT SHINGLES, ON ONE LAYER OF 15# BUILDING FELT ON 15/32" OSB TYP. (COLOR SELECTION TO BE WEATHERED WOOD)
- 

MARK (M2) CEDAR SHAKE SIDING
FIBER CEMENT SIDING, CEDAR SHAKE PROFILE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW7029- AGREEABLE GRAY)
- 

MARK (M3) CEDAR SHAKE SIDING
FIBER CEMENT SIDING, BOARD AND BATTEN PROFILE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW7029- AGREEABLE GRAY)
- 

MARK (M4) HORIZONTAL LAP SIDING
FIBER CEMENT HORIZONTAL LAP SIDING WITH 1" EXPOSURE, CEDARMILL TEXTURE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW7304- KEYSTONE GRAY)
- 

MARK (M5) HORIZONTAL LAP SIDING
FIBER CEMENT HORIZONTAL LAP SIDING WITH 7" EXPOSURE, CEDARMILL TEXTURE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW6229- TEMPE STAR)
- 

MARK (M6) BRICK VENEER
BRICK VENEER, RUNNING BOND WITH SOLDIER AND ROWLOCK ACCENT MASONRY TIES AT 1'-4" O.C. BOTH DIRECTIONS. (COLOR SELECTION TO BE TRIANGLE NORTHAMPTON)

ARCHITECT

CONSULTANT

SEALS

PROJECT

REVISIONS

DATE

SHEET TITLE

SHEET





 CONSOLIDATED DESIGN GROUP, P.L.L.C.
 831 DICKINSON AVE. GREENVILLE, NC 27634
 PHONE: 919.673.3852



HILLPOINT TRACE II VA LLC
 HILLPOINT TRACE II
 SUFFOLK, VIRGINIA

DATE: 11/26/2025
ISSUED: REVIEW

EXTERIOR ELEVATIONS
BUILDING #2

ELEV2

Date: 10/23/25



1 Exterior Elevation - 1
Scale: 3/32"=1'-0"



2 Exterior Elevation - 2
Scale: 3/32"=1'-0"



3 Exterior Elevation - 3
Scale: 3/32"=1'-0"



4 Exterior Elevation - 4
Scale: 3/32"=1'-0"

ELEVATION KEY

- MARK (M1) ASPHALT SHINGLE ROOF
30 YEAR ARCHITECTURAL, DIMENSIONAL ANTI-FUNGAL ASPHALT SHINGLES ON ONE LAYER OF 15# BUILDING FELT ON 1/2" OSB TYP. COLOR SELECTION TO BE WEATHERED WOOD
- MARK (M2) CEDAR SHAKE SIDING
FIBER CEMENT SIDING, CEDAR SHAKE PROFILE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW7029- AGREEABLE GRAY)
- MARK (M3) CEDAR SHAKE SIDING
FIBER CEMENT SIDING, BOARD AND BATTEN PROFILE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW7029- AGREEABLE GRAY)
- MARK (M4) HORIZONTAL LAP SIDING
FIBER CEMENT HORIZONTAL LAP SIDING WITH 7" EXPOSURE, CEDARMILL TEXTURE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW7504- KEYSTONE GRAY)
- MARK (M5) HORIZONTAL LAP SIDING
FIBER CEMENT HORIZONTAL LAP SIDING WITH 7" EXPOSURE, CEDARMILL TEXTURE. (COLOR SELECTION TO BE SHERWIN WILLIAMS SW8229- TEMPE STAR)
- MARK (M6) BRICK VENEER
BRICK VENEER - RUNNING BOND WITH SOLDIER AND ROWLOCK ACCENT MASONRY TIES AT 1'-4" O.C. BOTH DIRECTIONS. (COLOR SELECTION TO BE TRIANGLE NORTHAMPTON)

DATE: 11/26/2025
ISSUED: REVIEW

EXTERIOR ELEVATIONS
BUILDING #1

ELEV1

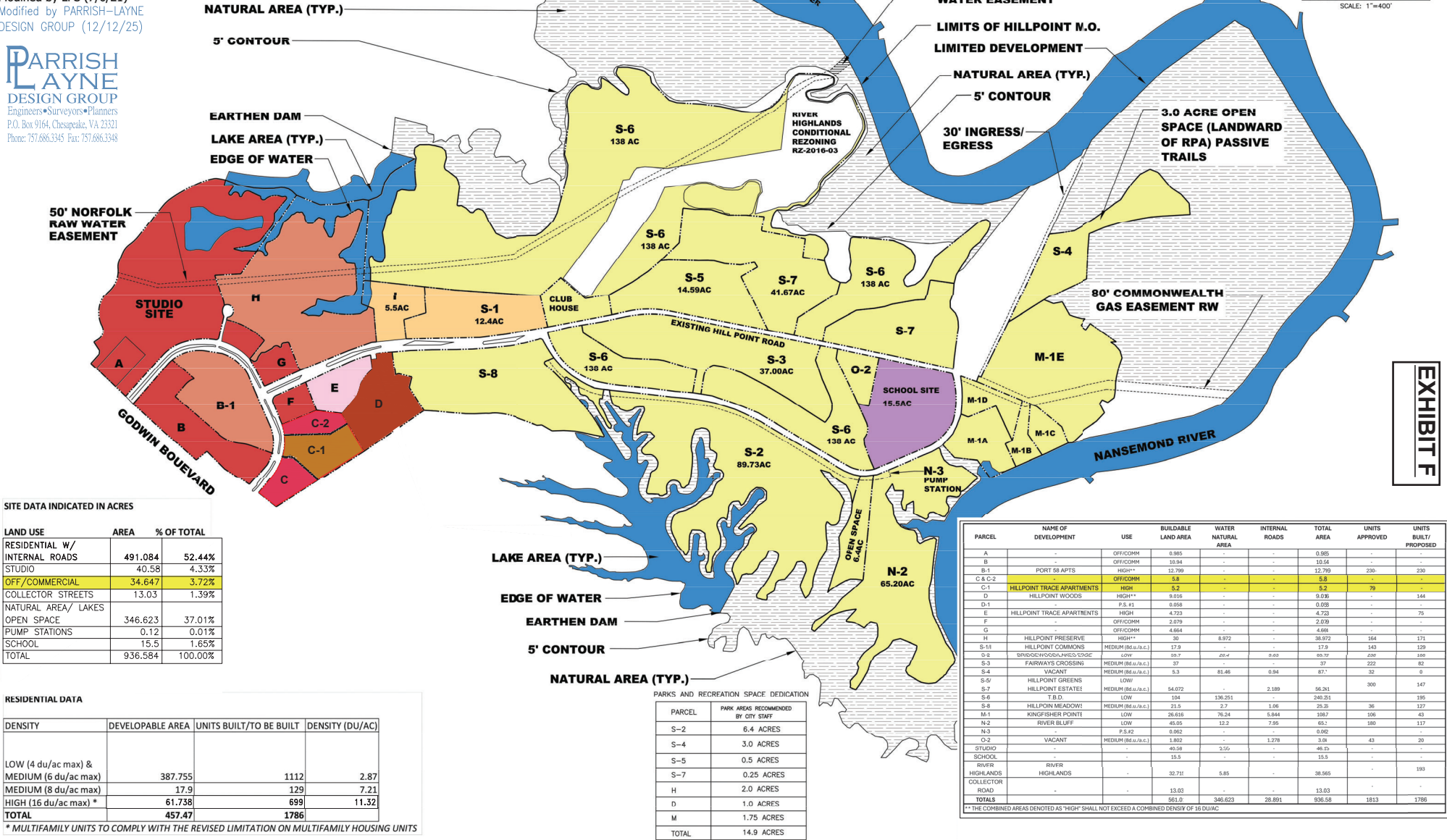
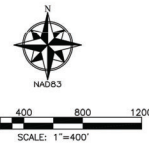
HILLPOINT TRACE II VA LLC
HILLPOINT TRACE II
SUFFOLK, VIRGINIA



HILLPOINT FARMS

Original Drawing by Talbot & Associates
 Modified by URS Greiner (9/17/97)
 Modified by LPS (7/6/21)
 Modified by PARRISH-LAYNE
 DESIGN GROUP (12/12/25)

**PARRISH
 LAYNE**
 DESIGN GROUP
 Engineers • Surveyors • Planners
 P.O. Box 9164, Chesapeake, VA 23321
 Phone: 757.686.3345 Fax: 757.686.3348



SITE DATA INDICATED IN ACRES

LAND USE	AREA	% OF TOTAL
RESIDENTIAL W/ INTERNAL ROADS	491.084	52.44%
STUDIO	40.58	4.33%
OFF/COMMERCIAL	34.647	3.72%
COLLECTOR STREETS	13.03	1.39%
NATURAL AREA/ LAKES	346.623	37.01%
PUMP STATIONS	0.12	0.01%
SCHOOL	15.5	1.65%
TOTAL	936,584	100.00%

RESIDENTIAL DATA

DENSITY	DEVELOPABLE AREA	UNITS BUILT/TO BE BUILT	DENSITY (DU/AC)
LOW (4 du/ac max) & MEDIUM (6 du/ac max)	387.755	1112	2.87
MEDIUM (8 du/ac max)	17.9	129	7.21
HIGH (16 du/ac max) *	61.738	699	11.32
TOTAL	457.47	1786	

* MULTIFAMILY UNITS TO COMPLY WITH THE REVISED LIMITATION ON MULTIFAMILY HOUSING UNITS

PARKS AND RECREATION SPACE DEDICATION

PARCEL	PARK AREAS RECOMMENDED BY CITY STAFF
S-2	6.4 ACRES
S-4	3.0 ACRES
S-5	0.5 ACRES
S-7	0.25 ACRES
H	2.0 ACRES
D	1.0 ACRES
M	1.75 ACRES
TOTAL	14.9 ACRES

PARCEL	NAME OF DEVELOPMENT	USE	BUILDABLE LAND AREA	WATER NATURAL AREA	INTERNAL ROADS	TOTAL AREA	UNITS APPROVED	UNITS BUILT/PROPOSED
A		OFF/COMM	0.965	-	-	0.965	-	-
B		OFF/COMM	10.94	-	-	10.94	-	-
B-1	PORT 58 APTS	HIGH**	12.789	-	-	12.789	230	230
C & C-2		OFF/COMM	5.8	-	-	5.8	-	-
C-1	HILLPOINT TRACE APARTMENTS	HIGH	5.2	-	-	5.2	79	-
D	HILLPOINT WOODS	HIGH**	9.016	-	-	9.016	-	144
D-1		P.S.#1	0.958	-	-	0.958	-	-
E	HILLPOINT TRACE APARTMENTS	HIGH	4.723	-	-	4.723	-	79
F		OFF/COMM	2.079	-	-	2.079	-	-
G		OFF/COMM	4.664	-	-	4.664	-	-
H	HILLPOINT PRESERVE	HIGH**	30	8.972	-	38.972	164	171
S-1	HILLPOINT COMMONS	MEDIUM (86.4/76.4)	17.9	-	-	17.9	143	129
S-2	SPRINGWOOD LAKES/SPRING	LOW	95.7	20.4	8.69	124.79	692	692
S-3	FAIRWAYS CROSSING	MEDIUM (86.4/76.4)	37	-	-	37	222	82
S-4		MEDIUM (86.4/76.4)	5.3	81.48	0.94	87.72	32	0
S-5	HILLPOINT GREENS	LOW	55.7	-	-	55.7	357	357
S-7	HILLPOINT ESTATES	MEDIUM (86.4/76.4)	54.072	-	2.189	56.261	300	147
S-6	T.B.D.	LOW	104	136.251	-	240.251	96	195
S-8	HILLPOINT MEADOWS	MEDIUM (86.4/76.4)	21.5	2.7	1.06	25.26	96	127
M-1	KINGFISHER POINTE	LOW	26.658	76.24	5.944	108.842	106	43
N-2	RIVER BLUFF	LOW	45.05	12.2	7.95	65.2	180	117
N-3	VACANT	P.S.#2	0.962	-	-	0.962	-	-
O-2		MEDIUM (86.4/76.4)	1.862	-	1.278	3.14	43	20
STUDIO		MEDIUM (86.4/76.4)	40.58	2.50	-	43.08	-	-
SCHOOL		-	15.5	-	-	15.5	-	-
RIVER HIGHLANDS	RIVER HIGHLANDS	-	32.711	5.85	-	38.566	-	193
COLLECTOR ROAD		-	13.03	-	-	13.03	-	-
TOTALS			951.0	346.623	28.891	1326.514	1813	1786

** THE COMBINED AREAS DENOTED AS "HIGH" SHALL NOT EXCEED A COMBINED DENSITY OF 16 DU/AC

C:\Projects\NRCC\Cadd\Prelim\LPS Rezoning Map 1997 - 05 REFORMATED.dwg, Plotted By: Eric-PC, Plotted: Jul 06, 2021 - 2:42pm



CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Rezoning Request RZN2025-009 (Conditional), Jonathans Way, submitted by Bob Arnette, Coastal Virginia Partners, LLC, applicant, on behalf of Shelley C. Atkinson, Alison C. Darden, and Mark G. Cline, property owners, in accordance with Sections 31-304 and 31-305 of the Unified Development Ordinance, to rezone and amend the official zoning map of the City of Suffolk to change the zoning from RR, Rural Residential Zoning District to RM, Residential Medium Density (Conditional) Zoning District for property located at 400 Jonathans Way, Zoning Map 26, Parcel 7B. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned RR, Rural Residential Zoning District, and SCOD, Special Corridor Overlay District Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Rural Neighborhood Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Goncalo Borges, the staff planner handling this case, if you have any questions in advance of the meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

REZONING REQUEST: Rezoning Request, RZN2025-009 (Conditional), Jonathan’s Way, a request to change the zoning from RR, Rural Residential Zoning District, to RM, Residential Medium Density (Conditional) Zoning District, for a property located at 400 Jonathans Way, Zoning Map 26, Parcel 7B.

APPLICANT: Bob Arnette, Coastal Virginia Partners, LLC, applicant, on behalf of Shelley C. Atkinson, Alison C. Darden, and Mark G. Cline, property owners.

LOCATION: The subject property is located at 400 Jonathans Way, east of the Applewood Farms subdivision, on the western shore of the Nansemond River, and just north of Highway 58. This property is approximately 2.5 miles from Downtown.

PRESENT ZONING: The subject property (T.M. 26*7B) is currently zoned RR, Rural Residential Zoning District. The property is approximately 26 acres in size, and the entirety of the property is subject to this rezoning request. The property’s southern boundary is also located within the Special Corridor Overlay District (SCOD) along Highway 58.

EXISTING LAND USE: The property currently contains a single-family detached home. The property has a lengthy paved driveway (approximately 1,300 linear feet) connecting to the cul-de-sac at Jonathans Way and is mostly occupied by a large patch of lawn, wooded areas, and tidal wetlands.

PROPOSED LAND USE: The applicant proposes to rezone the entire property to the RM, Residential Medium Density Zoning District (Conditional). Please refer to the attached proffer statement and conceptual plan for details regarding the proposed land use.

SURROUNDING LAND USES:

- North: Single-family detached dwelling units (River Bluff at Hillpoint subdivision) and tidal wetlands zoned PD, Planned Development Overlay District.
- South: Highway 58 and undeveloped land with tidal wetlands beyond, zoned RLM, Residential Low-Medium Density Zoning District.
- East: The Nansemond River, undeveloped land with tidal wetlands beyond land zoned O-I, Office Institutional Zoning District.
- West: Single-family detached dwelling units (Applewood Farms subdivision) zoned RM, Residential Medium Density District.

COMPREHENSIVE PLAN: The City’s 2045 Comprehensive Plan designates this area as part of the Central Growth Area and Rural Neighborhood Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City’s Chesapeake Bay Preservation Area Overlay District (CBPA) and is designated as a Resource Protection Area (RPA), and Resources Management Area (RMA).

FLOOD PLAIN: The property lies within Flood Zones X and AE as shown on Panel No. 5101560114E, dated August 3, 2015, of the Flood Insurance Rate Map (FIRM) for the City of Suffolk, Virginia.

CASE HISTORY: The subject property was part of rezoning request RZN2025-005, which was withdrawn by the applicant prior to the November 18, 2025 Planning Commission meeting, to modify the application and the development's concept. Those modifications are now part of this rezoning request, RZN2025-009.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on April 17, 2026.

STAFF ANALYSIS

ISSUE:

The applicant proposes to conditionally rezone the entirety of the 26-acre subject property from RR, Rural Residential Zoning District, to RM, Residential Medium Density (Conditional) Zoning District. The conceptual plan provided by the applicant as part of this rezoning request proposes the development of 43 age-restricted (55 years of age or older) single-family units, and will retain the existing single-family detached unit as a market-rate (non-age-restricted) unit, thus making up a total of 44 units on the property.

The conceptual plan also proposes infrastructure improvements, which include a private 30-foot wide drive for all 44 units, domestic water and sanitary sewer services, and one stormwater management facility (BMP). There are CBPA-regulated wetlands on the property, and the proposed conceptual plan demonstrates that the applicant is proposing to protect those critical areas by keeping the development outside of the Resource Protection Area (RPA) 100-foot buffer. The proposed development will yield a density of 4.2 units per acre, which is just within the maximum 4.4 units per acre permitted in the RM zoning district.

The voluntary proffer statement submitted by the applicant has nine conditions proffered to the City of Suffolk. The applicant pledges the following:

- The property owner pledges that it shall not construct more than 44 “detached residential condominium units”,
- The property owner pledges that, except for the existing single-family detached unit, all 43 units shall be developed and used solely as an age-restricted active adult community that houses couples in which at least one person is fifty-five years of age or older/and or single persons who are fifty-five years of age and older in accordance with the Fair Housing Act. Under no circumstances shall a person under the age of eighteen reside in any dwelling unit except for the existing house. The condominium association governing the development shall be solely responsible for enforcing these residency requirements,

- The property owner pledges that roofing shall be copper, metal, or fiberglass architectural style shingles, which will carry a 30-year warranty,
- The property owner pledges that materials for the front, sides, and rear of the homes shall be brick veneer, stone, stamped concrete, cement-based siding, high-quality vinyl siding, and cement-fiber board siding. Vinyl siding is proposed to have a minimum of 0.046-inch thick and may be overlapped or beaded siding,
- The property owner pledges that the units shall be a minimum of 1,400 square feet of living space,
- The property owner pledges that all units shall have a crawl space or a raised slab foundation,
- The property owner pledges that all proposed and existing dwellings shall be equipped with an approved automatic sprinkler system in accordance with the 2021 International Fire Code Section D107.1,
- The property owner pledges to address traffic concerns, with the property owner committed to providing certain improvements as stated in the Traffic Impact Study prepared by Charles Smith, P.E, EPR dated January 2026. For more details, please see the attached proffer statement (Exhibit B),
- The property owner pledges that, as described in the Traffic Impact Analysis in Section 5 and Table 5B, 11 single-family units are allowed by right, which equates to 17 age-restricted units. Occupancy for these 17 condominium units is proposed without limitation. A cash contribution of \$26,875.00 shall be made prior to issuance of the 18th condominium Certificate of Occupancy. The \$26,875.00 shall be dedicated toward the Godwin Boulevard Corridor Improvements Project.

CONSIDERATIONS AND CONCLUSIONS

In accordance with Appendix B, Section B-4 of the Unified Development Ordinance, rezoning applications must include a statement of the reasons for seeking an amendment to the zoning maps of the City of Suffolk. The applicant has provided a narrative as a part of this request, which outlines the applicant's reasons for seeking the rezoning. The parcel is located in the Central Growth Area and within the Rural Neighborhood Land Use Type, as defined by the 2045 Comprehensive Plan.

As previously stated, the subject property is currently zoned RR, Rural Residential, and the applicant is requesting to rezone the property to RM, Residential Medium Density (Conditional), to develop an age-restricted community of 43 single-family detached dwelling units, and 1 market-rate single-family detached dwelling unit (the existing structure on the subject property), under condominium ownership.

Per the applicant's narrative, considering the needs of the City of Suffolk and the opportunities presented by the proposed development, the current RR zoning of the subject property is not appropriate. The applicant states that rezoning the subject property to RM will enable the creation of a vibrant, age-restricted community that aligns with the Comprehensive Plan and is congruent with the Plan's goals of promoting higher density residential developments, diversified housing options, supporting smart growth principles by mitigating urban sprawl, encouraging more efficient land use by developing infill housing, and addressing the existing housing demand for

active age-restricted/senior housing. The applicant states that this rezoning would facilitate the development of an active adult community, significantly enhancing the quality of life for its future residents and contributing positively to the city's growth and sustainability.

1. Comprehensive Plan

The subject property is located within the Rural Neighborhood Land Use Type. The 2045 Comprehensive Plan states that the intent of the Rural Neighborhood Land Use Type is to provide residential growth opportunities while maintaining agricultural uses and rural aesthetics, and to minimize development impacts on natural resources.

Appropriate zoning districts for property designated as Rural Neighborhood Land Use Type include Rural Residential (RR) Zoning District and Rural Estate (RE) Zoning District, with a target density range of 0.3-1 units per acre. The Comprehensive Plan identifies *Large Lot Single-family Detached* as an appropriate primary use in Rural Neighborhoods, and *Civic (schools, houses of worship, parks/open space)* is noted as an appropriate secondary use within this land use type.

As proposed on the conceptual plan, the 44 detached units would equate to a density of 4.2 units per acre, which does not align with the recommended density range for the Rural Neighborhood Land Use Type. For this land use type, the Comprehensive Plan calls for lower-density neighborhoods that align with the characteristics of the subject parcel and other land use types and densities in its vicinity. However, the proposed 4.2 units per acre does align with the maximum density of 4.4 units per acre in the proposed RM zoning district.

Land use compatibility with surrounding existing land use patterns is a key consideration when evaluating requests to rezone property. Upon further analysis, established land use patterns in the vicinity of the subject property indicate that the property in question is not ideally suited for its current RR zoning district designation. The proposed detached dwelling community, zoned RM with a density of 4.2 units per acre, would result in a zoning alignment and density that is more compatible with surrounding established land use types, including the properties/subdivision to the west of the subject property, zoned RM, that already has a maximum density that is set at 4.4 units per acre. Therefore, based on the location and context, if considered for rezoning, the RM zoning designation is considered acceptable.

The Comprehensive Plan also contains specific themes and policies related to land use, transportation, open space, and the environment that should be considered when contemplating a rezoning application. Relevant to this application are the following:

Objective L.1: Focus development in designated Growth Areas and promote development that is consistent with the Future Land Use and Growth Areas Map.

- *Action L.1.1: Review development proposals for consistency with the Future Land Use and Growth Areas Map, the Future Land Use Types described and mapped in*

this chapter, and the Guiding Values, Land Use Principals, Objectives and Actions adopted in this plan.

As stated above, the 2045 Comprehensive Plan outlines applicable zoning districts and land uses for the Rural Neighborhood Land Use Type. Rural neighborhoods are comprised of a mix of large-lot residential development and agricultural uses that provide low-intensity residential growth opportunities while maintaining rural agricultural use and community character. Hence, for the subject property, the 2045 Comprehensive Plan prioritizes a lower density and building form that is characterized by individual residential or agriculture-supporting buildings in a low-density pattern with large natural open spaces and/or agricultural areas.

Due to the existing land use, density, and infrastructure in the vicinity of the subject property, as well as the single site access via Jonathans Way, lower density development is more aligned with the expected future use, guiding values, land use principles, objectives, and actions adopted in the Comprehensive Plan. However, given that the proposed development is well within the Central Growth Area and is an adequate location for development. The proposed density of 4.2 units per acre is above the low density set for the Rural Neighborhood Land Use Type of 0.3-1 units per acre. However, the proposed zoning designation and density tend to align with the existing zoning districts in the vicinity, where RM and RLM are present. The proposed density (4.2 units per acre) is within the maximum 4.4 units per acre set by the RM zoning district.

Objective L.2: Promote predictable and orderly development.

The proposed RM zoning is not aligned with the applicable zoning districts for the Rural Neighborhood Land Use Type, which are RR, Rural Residential, and RE, Rural Estate. The proposed density (4.2 units per acre) surpasses the expected density range set by this land use type (0.3-1 unit per acre). However, the proposed zoning aligns with the existing zoning and uses in the vicinity, and the proposed density is still under the maximum established for the RM zoning district of 4.4 units per acre.

While there is a slight misalignment with the 2045 Comprehensive Plan, this proposal does satisfy the zoning density requirement, and it provides a land use and density continuity when analyzed against the existing surrounding properties and zoning districts. The Comprehensive Plan would suggest a slightly lower density than the proposed, but the proposed density can be acceptable given the surrounding context in terms of zoning designation, uses, and overall density. As previously stated, a low-density detached dwelling community, as proposed, is compatible with established land use types in its vicinity and will not conflict with the expected, predictable, and orderly development of the subject property and its surrounding area.

Objective L.3: Promote a balance of residential and non-residential land uses.

- *Action L.3.1: Adjust residential density range targets within Use Districts to better align with recent trends and market demands.*

Action L.3.1 calls for adjusting residential density ranges in the City’s zoning districts to align with recent housing trends and market demands. While this rezoning application itself is outside of the scope of this Action directly, an analysis can still be conducted as to how the rezoning request furthers or fails to advance the objective and intent tied to the Action. However, note the quoted directive is to "adjust" and "better align" measured, proportional modifications to density, not wholesale abandonment of established land use frameworks and existing density.

The rezoning request proposes a development density of 4.2 units per acre for a parcel designated Rural Neighborhood Land Use Type, which has a targeted density range of 0.3-1.0 units per acre. Thus, the proposal represents a proposed density beyond the upper limit of the target range. However, as previously stated, it meets the density maximum requirements (4.4 units per acre) for the RM zoning district that is established in the area.

Staff also recognize that there is a legitimate demand for age-restricted housing in the city. However, it is important to note that the 2045 Comprehensive Plan does not specify or promote satisfying all market demand at any density in any location, and demand does not necessarily allow proposals to exceed the range/limit set by the Comprehensive Plan. While the proposed density is above the range set for this land use type, the density of the proposed development is more appropriate when analyzed in the context of the existing zoning designations (for instance, RM and RLM) and uses in the vicinity of the subject parcel. Hence, while recognizing a discrepancy with the Comprehensive Plan’s density range, staff believes that this proposal does set the subject parcel to better align with recent trends and market demands in the city and in the Hampton Roads region.

2. Unified Development Ordinance

Section 31-403 of the Unified Development Ordinance (UDO) provides a purpose statement for each zoning district to assist in evaluating the compatibility of any rezoning request. The subject parcel is currently zoned RR, Rural Residential. As defined within the UDO, the purpose of the RR district is to encourage the continuation of low-density rural use of non-prime agricultural lands and provide a buffer between agricultural lands and urbanizing areas.

This application proposes to rezone the subject property to RM, Residential Medium Density. As defined within the UDO, the RM zoning district aims to provide a framework for “detached and attached single-family homes in areas where large-lot development is discouraged, and adequate public facilities and services are available”. Per the UDO, “RM supports the principles of concentrating urban growth and reinforcing existing community centers. Design standards are required to encourage the development of neighborhoods that are pedestrian-friendly and accessible to services and retail. A mix of dwelling types is allowed in this district”.

This rezoning application partially aligns with the purpose of the requested RM zoning district. The conceptual plan depicts a medium-density development of 4.2 units per acre,

with a compact layout of single-family detached dwellings that adheres to the density maximum set for RM, which is 4.4 units per acre. The proposed development and RM zoning also align with the existing RM zoning designation and urban fabric present to the west of the subject property, thus concentrating growth within an area already set for this use, density, and housing typology (single-family detached).

However, based on the layout and narrative, the proposed development does not provide the full spectrum of improvements that would lead to the development of a pedestrian-friendly neighborhood, and neither is it located in an area that would provide access to services or retail, which is where typically RM districts are located. This is an important aspect of the proposed development because 43 units are age-restricted for active adults, and therefore, walkability and access to services and retail are important features of this type of development, because it reinforces the active and accessible nature that is required in these age-restricted contexts. It is highly encouraged that the applicant provide amenities and pedestrian-friendly improvements for residents. At the moment, it is unclear if those will be added to the development.

Based on existing conditions, adjacent development density and the direction of the Comprehensive Plan, staff acknowledges that the current RR zoning limits development to a low density that might not be the most appropriate. It is the staff's opinion that RM establishes a density that aligns with the existing conditions of the subject property and its vicinity.

The applicant has not proffered the conceptual layout. If approved, this development will require a full development review in accordance with Section 31-307 of the UDO. The Unified Development Ordinance (Section 31-408 - Specific Base Zoning District Criteria) specifies criteria for development within RC zoning - (e) "Specific RL, RLM, RM, RC, RU and RU-12 District Criteria"). Development in the RM district may utilize the Hamlet or Cluster use patterns as detailed in the UDO and all development must be served by public water and sewer. Compliance with all design and improvement standards in the UDO, including but not limited to: secondary access, stormwater management, utilities, parks and open space, landscaping, lot and road layout, would be verified during development review.

Upon reviewing the conceptual plan, staff shared its environmental concerns with the applicant regarding the proposed layout, because in some sections of the plan, staff believes that the development of several units will not be possible without encroachment and disturbance of the Chesapeake Bay Protection Act's (CBPA) Resource Protection Area (RPA) buffer that surrounds the property.

Lastly, the Suffolk Department of Fire & Rescue, in lieu of providing a secondary access to the development, has required that all proposed structures on the subject property have a fire suppression sprinkler system. This is also proffered by the applicant on the Voluntary Proffer Statement submitted with this application.

3. **Adequate Public Facilities**

The purpose and intent of the adequate public facilities ordinance is to ensure that public facilities are available to support new development and associated impacts and that each public facility meets or exceeds the Level of Service standards established by the 2045 Comprehensive Plan and the Unified Development Ordinance. No rezoning request should be approved that would cause a reduction in the levels of service standards for any public facility impacted.

Public Water and Sanitary Sewer

City water and sewer with adequate capacity are available to the site. The Department of Public Utilities has no objections to the rezoning application at this time.

Stormwater Management

The Department of Public Works, Engineering Division, has reviewed the request and stated that compliance with all regulations related to stormwater will be required to be demonstrated at the time of development plan review. Currently, the Division has expressed concerns regarding the proposed site layout, noting that several proposed units are not buildable without impacting the CBPA Resource Protection Area (RPA) 100' buffer.

Transportation

Per the Traffic Impact Study prepared by Charles Smith, P.E. EPR, dated January 2026, the proposed 44 dwelling-unit (*Age-Restricted Condos, ITE Code 251, Senior Adult Housing-Single Family Detached*) development is expected to generate 295 daily vehicular trips, with 21 of those trips occurring during the AM peak hour and 23 occurring during the PM peak hour. The study also analyzed traffic generation rates expected to be produced by uses permitted as a matter of right in the current RR zoning district. Under the current zoning, 11 single-family detached dwelling units are allowed and could be expected to generate 132 daily vehicular trips, with 10 of those trips occurring in the AM peak hour and 12 occurring at the PM peak hour.

The Department of Public Works, Traffic Engineering Division, reviewed the Traffic Impact Study submitted in support of this application and has accepted its findings. Traffic Engineering is recommending approval of this request. The approved TIS offers the following conclusions:

- *Burnetts Way and Jonathans Way Intersection: the intersection is projected to operate satisfactorily in the build condition.*
- *Godwin Boulevard and Burnetts Way Intersection: with the Godwin Boulevard improvements, the intersection is projected to operate satisfactorily in the build condition.*
- *Development Timing and By Right Allowance As described in Section 5 and Table 5B, 11 single family units are allowed by right, which equates to 17 age restricted*

condo units. Occupancy for these 17 units is proposed without limitation. For the remaining proposed units, the owner will proffer no occupancy until March 2027. To assist in facilitating this schedule, the owner will provide a \$26,875 cash contribution for the project to advance capacity.

- *Neighborhood Traffic Calming: If the city staff deems speed tables are warranted and approved through the standard process, the owner will install up to three speed tables in the Applewood subdivision. Speed tables and associated signage/markings will be designed as part of the development site plan or engineering plan.*

Schools

No school impacts mitigation is proposed due to the age-restricted (55 years of age and older) nature of the proposed development. The applicant has proffered that “under no circumstances shall a person under eighteen (18) years of age reside in any dwelling unit”. The exception is the existing dwelling that is not age-restricted.

4. Proffered Conditions

The applicant has proffered 9 conditions in support of this rezoning request – see Exhibit B – Voluntary Proffer Statement.

The proffers limit the development to a maximum of 44 detached residential condominium units, with 43 designated as an age-restricted active adult community (at least one resident aged 55 or older, or single residents 55 or older), while the existing single-family home is exempt; no residents under 18 are permitted except in the existing house, and the condominium association will enforce these rules. The developer commits to specific construction standards, including durable roofing materials with a 30-year warranty, approved exterior materials (such as brick, stone, and high-quality siding), a minimum unit size of 1,400 square feet, crawl space or raised slab foundations, and installation of automatic sprinkler systems per fire code. Traffic-related improvements will be implemented as outlined in the Traffic Impact Study dated January 2026, prepared by Charles Smith, P.E, EPR. Additionally, while 11 single-family units are permitted by right (equivalent to 17 age-restricted units with no occupancy restriction), the developer will contribute \$26,875 toward the Godwin Boulevard Corridor Improvements Project prior to the issuance of the 18th condominium certificate of occupancy.

RECOMMENDATION

Staff finds that this proposal, Rezoning Request RZN2025-009 (Conditional), meets the intent of the 2045 Comprehensive Plan and the majority of the provisions of the Unified Development Ordinance. Specifically, the proposed rezoning from RR, Rural Residential Zoning District, to RM, Residential Medium Density (Conditional) Zoning District, aligns with the goals and objectives of the Comprehensive Plan, which encourages greater land use predictability and compatibility between the subject property and other properties and uses in the vicinity.

While the proposed RM zoning is not one of the applicable zoning districts for the Rural Neighborhood Land Use Type, staff acknowledges that RM is compatible with the zoning districts found in the vicinity, such as the RM-zoned properties to the west of the subject property. With regard to the density range, the proposed development density of 4.2 units per acre conflicts with the Comprehensive Plan's suggested density range of 0.3-1 units per acre for Rural Neighborhoods. However, the proposed RM designation and density tend to align with what is already established in the vicinity.

There are some concerns that staff have shared with the applicant. The need for more amenities, accessibility, and pedestrian-friendly infrastructure on the site is very important for the success of the proposed development and its vicinity, especially when the proposed development is an age-restricted active community. Staff also has concerns regarding the proximity and access to services and retail, and has expressed concerns regarding the proposed site layout, noting that several proposed units are not buildable without impacting the CBPA's RPA 100' buffer. However, it is also the staff's opinion that RM sets the density range to an acceptable density that does align with the existing conditions of the property and its adjacent neighborhood. Therefore, staff recommends that the Planning Commission forward Rezoning Request RZN2025-009 to City Council with a recommendation of **approval**, subject to the voluntarily proffered conditions as proposed.

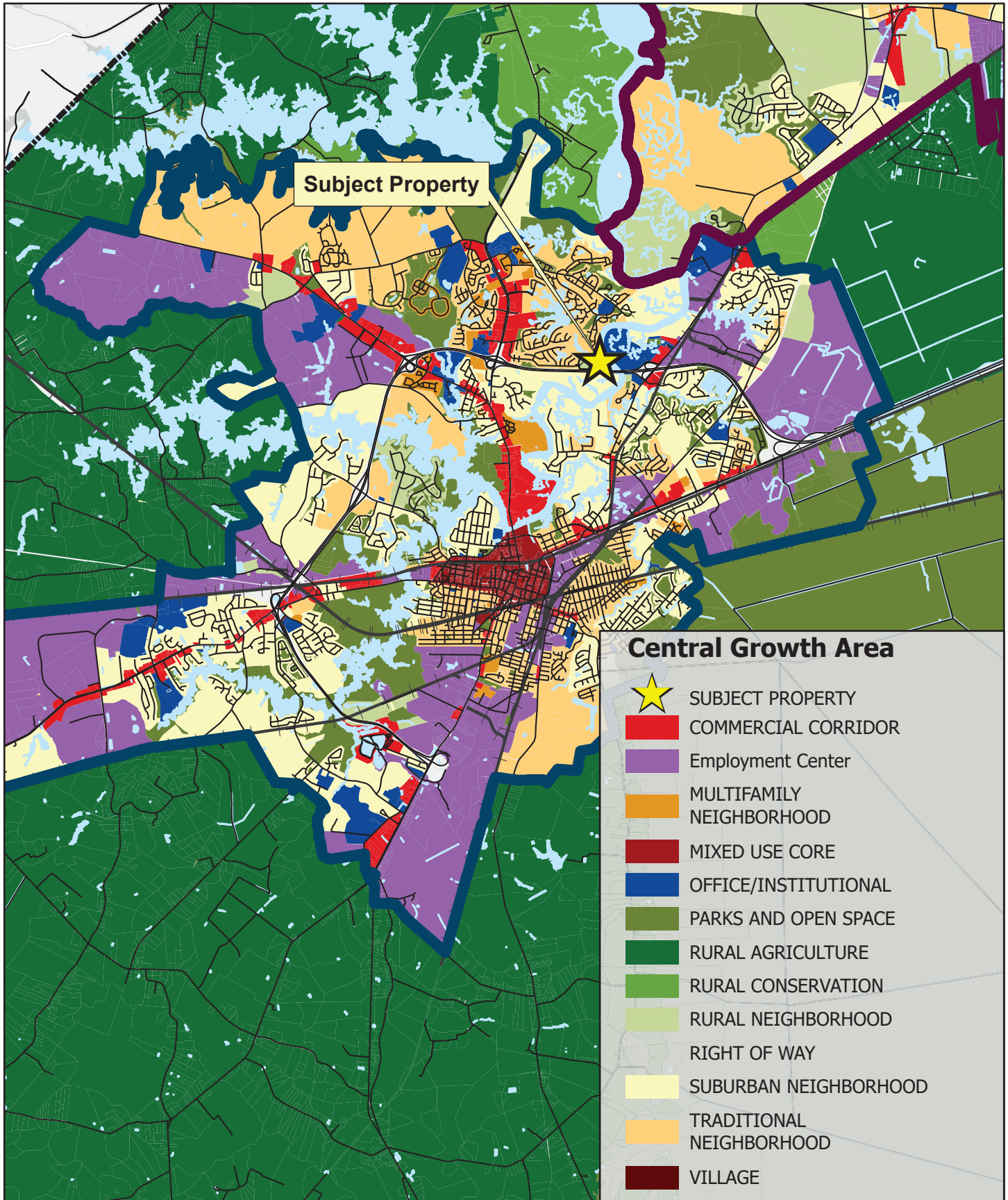
Attachments

- General Location Map
- Zoning/Land Use Map
- Jonathans Way Conceptual Plan
- Applicant's Narrative
- Disclosure Statement Form
- Public Comments
- Ordinance
- Exhibit A – Planning Commission Resolution
- Exhibit B – Voluntary Proffer Statement
- Exhibit C – Property Map
- Exhibit D –Rezoning Exhibit

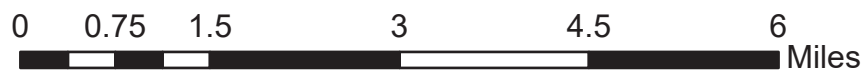


GENERAL LOCATION MAP

RZN2025-00009



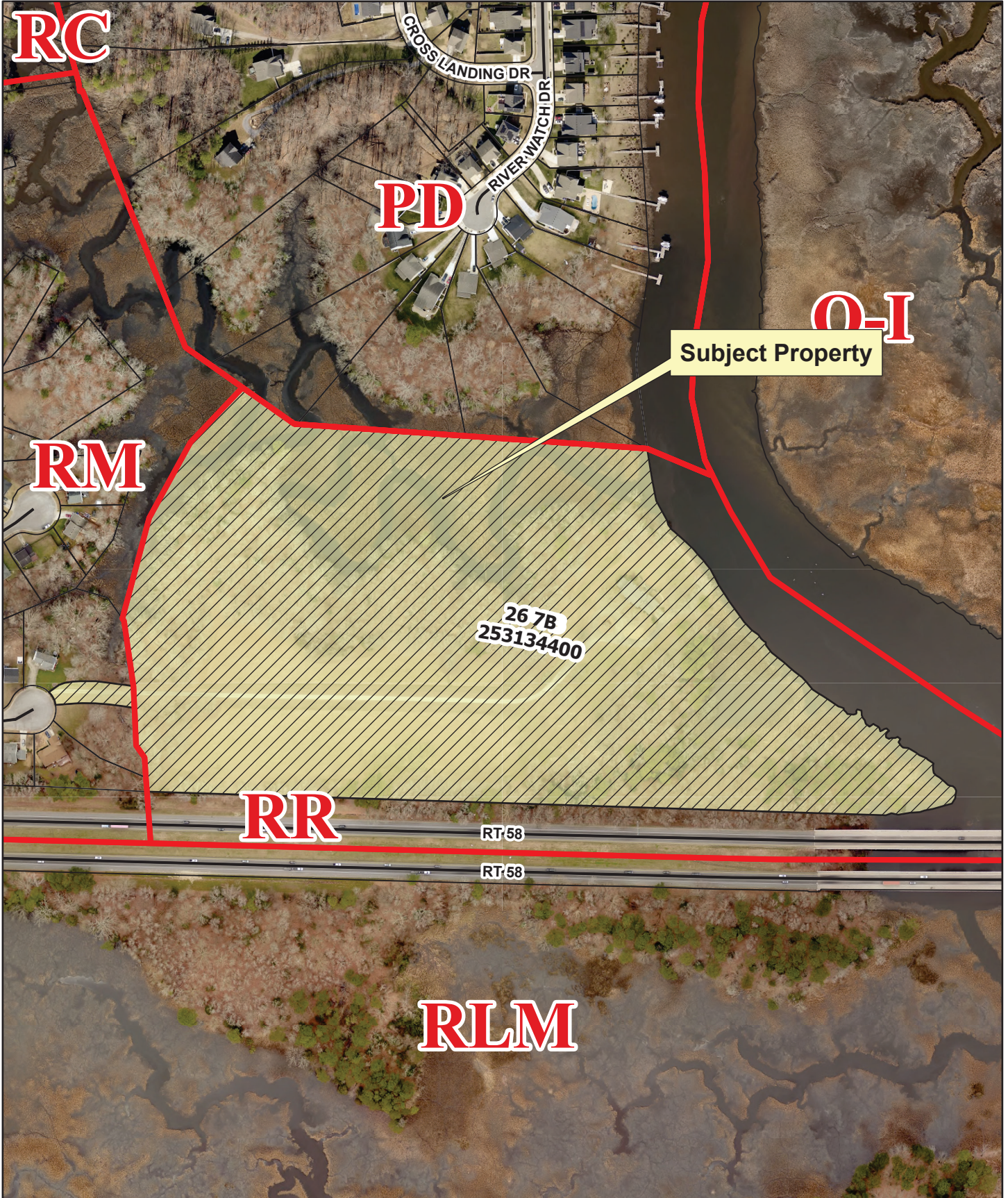
Author: KOSSAI
Date: 12-18-2025





ZONING / LAND USE MAP

RZN2025-00009



Subject Property

26 7B
253134400

RT-58
RT-58

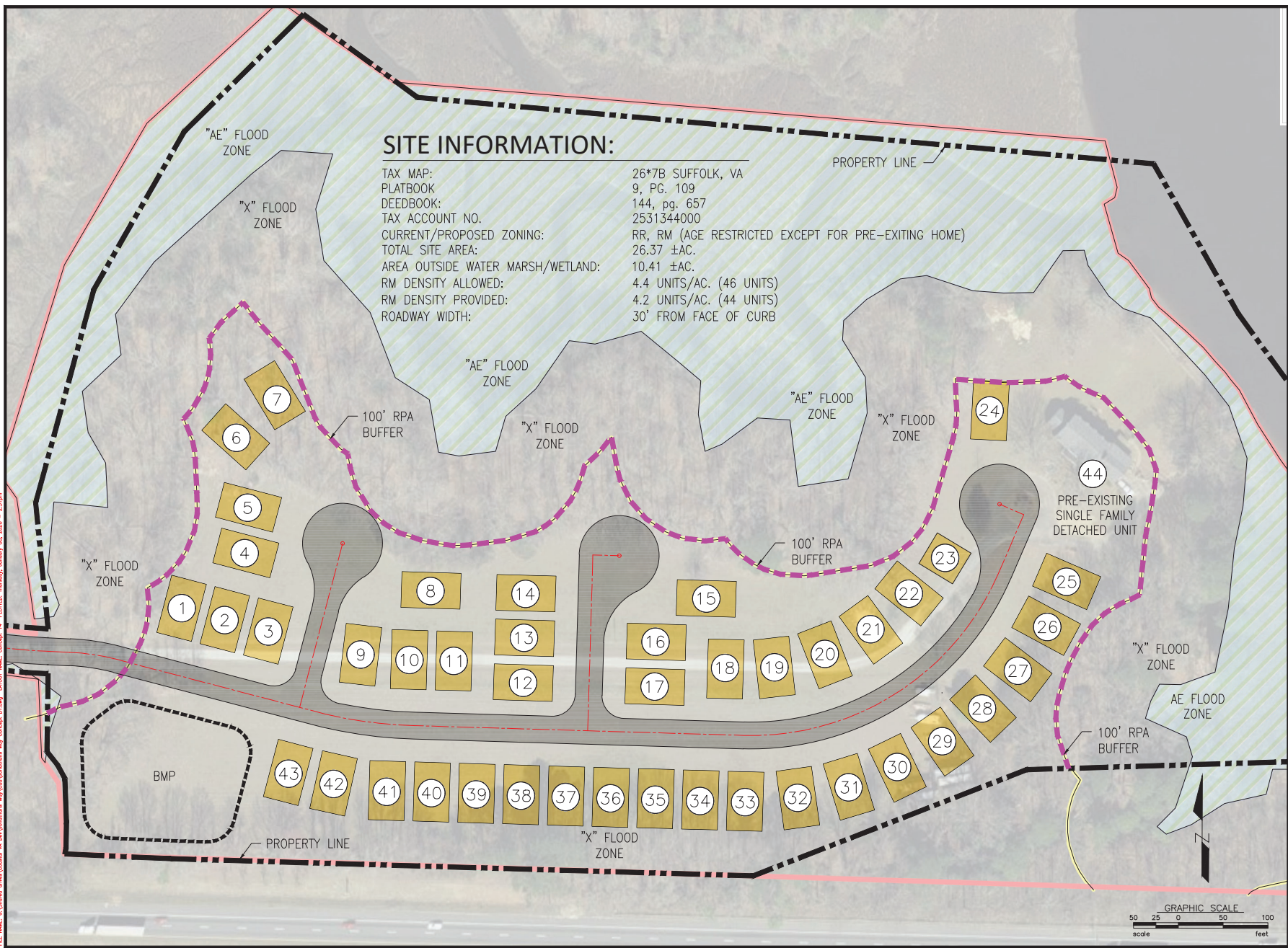
Author: KOSSAI
Date: 12-18- 2025



Image: Suffolk Pictometry 2024



FILE NAME: D:\Shared\dmw\Concepts\14 Jonathans Way\Jonathans Way Concept D7.dwg LAYOUT: MWD Concept 14 PLOTTED: Thursday, January 08, 2026 - 2:31pm



SITE INFORMATION:

TAX MAP:	26*7B SUFFOLK, VA
PLATBOOK:	9, PG. 109
DEEDBOOK:	144, pg. 657
TAX ACCOUNT NO.:	2531344000
CURRENT/PROPOSED ZONING:	RR, RM (AGE RESTRICTED EXCEPT FOR PRE-EXISTING HOME)
TOTAL SITE AREA:	26.37 ±AC.
AREA OUTSIDE WATER MARSH/WETLAND:	10.41 ±AC.
RM DENSITY ALLOWED:	4.4 UNITS/AC. (46 UNITS)
RM DENSITY PROVIDED:	4.2 UNITS/AC. (44 UNITS)
ROADWAY WIDTH:	30' FROM FACE OF CURB



8089 PORTSMOUTH BLVD. - PORTSMOUTH, VIRGINIA 23701
 PH: 757-684-8844
 WWW.COASTALVA.COM

COASTAL DEVELOPERS, L.L.C.
 JONATHANS WAY

JONATHAN'S WAY/CLINE

100 JONATHANS WAY
 SUFFOLK, VIRGINIA

CONCEPT 14

ISSUE DATE:
 1/8/26

1) NARRATIVE DESCRIPTION OF THE PROPERTY

The property that is the subject of this rezoning is Tax Parcel 26*7B, Account 253134400, and addressed as 400 Jonathan's Way, Suffolk, VA 23434. The applicant's survey reports the parcel as 26.37 acres, which is 1,148,667 square feet, and records the legal description as, "ETHERIDGE MANOR, NANSEMOND RIVER RT.58,SUFFOLK NORTHERN BYPASS."

The property is bounded by property: immediately to the west zoned Residential Medium (RM) in a major subdivision; immediately to the north zone Planned Development Overlay (PUD) in a major subdivision; to the east beyond marshlands zoned Office & Institutional (O-I) and General Commercial (B-2); and to the south beyond the 58-Bypass zoned Residential Low Medium (RLM) in a major subdivision.

2) NARRATIVE DESCRIPTION OF PROPOSED USES

The property subject to this rezoning is intended to be reclassified from the Rural Residential (RR) district to the Residential Medium (RM) district. The resulting permitted density would change from 1 dwelling unite per acre to 4.4 dwelling units per acre. An optional concept plan has submitted with the resulting density yielding only 4.4 dwellings per acre. The intended residential subdivision will be an age-restricted community with all residents 55 years and older. The project at final buildout will consist of approximately 44 single-family-detached homes. The proffers submitted with the rezoning will also produce the traffic improvements proposed in the submitted Traffic Impact Assessment.

3. Narrative Statement of Reasons Why the Current Zoning is Incorrect

Rezoning Application for 400 Jonathan's Way, Suffolk

Introduction

The subject property, a 26-acre parcel located at 400 Jonathan's Way, is currently zoned Rural Residential (RR). We are seeking to rezone the property to Residential Medium (RM) to develop an age-restricted, 55-and-older active adult community comprising approximately 44 single-family-detached homes. This proposal aligns with the Suffolk 2045 Comprehensive Plan and supports the City's goals for focused growth, diverse housing options, and efficient land use.

Reasons for Rezoning

1. Alignment with the Suffolk 2045 Comprehensive Plan

The Suffolk 2045 Comprehensive Plan and its Appendix underscore the city's objectives for sustainable development, population growth, and housing demand. Rezoning this parcel to RM is congruent with the plan's goals, as delineated below:

- **Promoting Higher Density Residential Development:** The RM zoning designation will facilitate dense residential development, thereby addressing the city's pressing need for diversified housing options (Suffolk 2045 Comprehensive Plan, p. 24).
- **Supporting Smart Growth Principles:** The proposed project will contribute to mitigating urban sprawl and encouraging more efficient land use by developing an infill parcel within a designated development area. This action supports both the Suffolk 2045 and the original Land Use Plan adopted by the merger of Suffolk and Nansemond. (Suffolk 2045 Comprehensive Plan, p.7).
- **Addressing Population and Housing Demand:** While only 23% of the City's current workforce is over 55, the entire state of Virginia is experiencing significant population growth, particularly among older adults who are increasingly seeking age-restricted communities. This segment of the population is expected to represent nearly 1/3 of Suffolk's population by 2028 (censusreporter.org). This rezoning initiative will be instrumental in satisfying the burgeoning demand for such housing while the number of residents who both live and work within the city will continue to increase (Suffolk 2045 Comprehensive Plan, p.76).

2. Population and Housing Demand

The Comprehensive Plan and Comprehensive Annual Financial Report indicate that Suffolk's population has been consistently increasing, with a marked rise in the demographic of individuals aged 55 and older. The demand for age-restricted housing communities is projected to expand considerably in the forthcoming years. The proposed rezoning will:

- **Provide Much-Needed Housing:** The establishment of 44 single-family-detached homes will cater specifically to the needs of the 55+ demographic, addressing an essential housing shortage.
- **Enhance Community Infrastructure:** The development will incorporate amenities and services conducive to an active adult lifestyle, thereby fostering community engagement and supporting Suffolk's Guiding Values (Suffolk 2045 Comprehensive Plan, p.12).

3. Principles of Smart Growth

The rezoning application adheres to several established principles of smart growth, including:

- **Mixed-Use Development:** The project will integrate residential units into an existing detached unit neighborhood. The new addition will also incorporate recreational and communal spaces, thereby fostering a cohesive and vibrant community (Suffolk 2045 Comprehensive Plan, p.23).

- Preservation of Open Space: The development will maintain significant portions of the land as open spaces, thereby promoting environmental sustainability and enhancing the aesthetic appeal of the community (Suffolk 2045 Comprehensive Plan, p.25).
- Transportation Options: The age restriction proffer will mitigate the typical increase in traffic resulting from development with comparatively less residents and thus less vehicles. The age demographic also has a higher utilization of alternative transportation methods and lower generation of trips in the traffic study.

Conclusion

In light of the evolving needs of the City of Suffolk and the opportunities presented by the proposed development, the current RR zoning of the parcel at 400 Jonathan's Way has become inadequate. Rezoning to RM will enable the creation of a vibrant, age-restricted community that aligns with the Suffolk 2045 Comprehensive Plan, addresses critical population and housing demands, and adheres to the principles of smart growth. We respectfully request the City of Suffolk approve this rezoning application to facilitate the development of an active adult community, significantly enhancing the quality of life for its future residents and contributing positively to the city's growth and sustainability.

City of Suffolk
Department of Planning and Community Development
DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff			
Application Number:		Project Name:	
Project Address:		Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to **whether they** have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: Coastal Virginia Partners, LLC

Property Address(es): 400 Johnathan's Way

Tax Map Number(s): 26*7B

Account Number(s): 2531344000

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: Grady Palmer

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

Bob G. Arnette, Partner Matt j. Howard, Partner

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Linda Bass
Real Estate Broker/Agent/Realtor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Fallon
Engineer/Surveyor/Agent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grady Palmer
Legal Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: Allison C. Darden, Mark c. Cline, Shelby c. Atkins

(as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsidary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

Does the subject property have a proposed or pending purchaser? YES NO

If yes, name of the proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

PROPERTY OWNER SERVICES DISCLOSURE

The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	(select one)		(Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Real Estate Broker/Agent/Realtor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Bobby Beasley, III, Lindsay Billisoly</u>
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)
Bob G. Arnette


Applicant Signature


Date
12/15/25

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Property Owner Name (Print)
Shelley C Atkinson

Property Owner Signature


Date

“Parent-subsidary relationship” means “a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.” See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

“Affiliated business entity relationship” means “a relationship, other than parent-subsidary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities.” See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

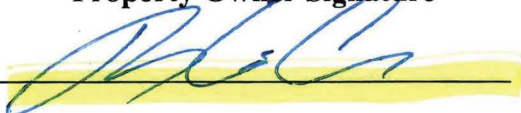
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Applicant Name (Print)	Applicant Signature	Date
<u>Bob G. Arnette</u>	<u></u>	<u>12/15/25</u>

PROPERTY OWNER CERTIFICATION

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Property Owner Name (Print)	Property Owner Signature	Date
<u></u>	<u></u>	<u>12/18/2025</u>

"Parent-subsidary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

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PUBLIC
COMMENTS
FOR
RZN2025-009



Public Comment Form

Please be advised that this form is for public comment for RZN2025-009, Jonathan's Way, only.

All comments provided will be made available to Planning Commission members, City Council members, and the general public.

All comments provided by 5:00 PM on April 14, 2026, no less than one week prior to the Planning Commission's scheduled meeting, will be made available to Planning Commission members, City Council members, and the general public and included within staff's report. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

First Name	Susan
Last Name	Lampe
Street Address	227 Jonathans Way
City	Suffolk
State	Virginia
Zip Code	23434

Comment

Once again the planning and zoning committee íreally need to listen to the citizens of Suffolk.

Currently Suffolk has the highest growth rate compared to nearby cities. Does Suffolk need more neighborhoods / Apartments/ condos being built. The answer is NO!

The builder first proposed 55 and over condos for this piece of land. The fire Marshall would not sign off on that proposal.

We have lived in the Applewood community since 2002. The traffic in Suffolk area has gotten out of hand. What once was a 20-30 commute now takes 45 minutes on a good day. Add an accident (which seems to happen often) you might as well tack on another 30 -60 minutes. Im surprised any of us still have employment with having to call our employer to let them know ONCE AGAIN we will be late clocking in.

Im not sure where any of the city officials live that approve all these new building permits. But may I suggest get out and travel these roads in and out of Suffolk and different times of day including morning and afternoon commutes. Do that for a couple weeks and see how much you enjoy being held hostage by the traffic on our roadways.

It is ridiculous the construction on 58 and other high traveled roads has not done anything but add to the big problem.

Our schools are over crowded, teachers have too many students in their

classrooms, and let's add the SEVERE shortage of BUS DRIVERS. Kids are left waiting at bus stops. More parents have been forced to take their kids to school so they can at least try get to work on time. So they are not left waiting on a bus that may or may not show up on time.

There is one main road in and out of our Applewood Farms neighborhood. Adding a neighborhood at the end of Jonathans Way will add excess traffic in and out of our neighborhood.

Most homes on average have 2 vehicles. 40 units=80 cars and so fourth.

ANY amount of more vehicles traveling Jonathans Way is too many.

There is already an issue of people not obeying the posted 25 mph. Speed limit and stop signs in the neighborhood.

Numerous cars that park along Jonathan's Way along with other streets in the community have been struck by other drivers vehicles over the years. And having a lot more cars traveling the neighborhood streets will lead to more accidents and hit and runs.

Personally I would prefer not to have that happen again to any of our vehicles. Adding more homes at the end of the main road in our community will increase those odds.

Building of another community with one main road in and out is a bad idea. It is not ideal for emergency vehicles. Adding more vehicles to that main road (average 2 per new household) it will increases daily traffic and lets not forget the addition of more traffic from their friends and visitors coming and going ,more delivery vehicles, and the list goes on.

Our community has several neighborhood parks that is STRICKLY for our residents. Our HOA DUES help pay for upkeep. Who is going to stop residents from this new proposed community ong with their friends and family from using our parks? Are they going to contribute to our HOA to offset wear and tear costs?

We have several adults and children in this neighborhood that ride their bicycles in the community adding more vehicles going through our neighborhood is going to make that more dangerous.

We have several residents that like to walk, run, and take their pets out for a stroll. Added traffic once again puts our residents at risk. Not to mention the added noise of more vehicles coming and going.

The proposed property currently has a beautiful Dutch colonial home which will be torn down so these new homes can be built. The property has water inlets on one side and route 58 on the other side. This property also is flanked by the nansemond river on the 3rd side. Followed by our neighborhood on the other. The current property has a long dirt/gravel driveway leading up to the current structure. The property leading up to the home has NOT BEEN mowed or taken care of since the previous owner passed away a few years ago. There are also downed trees.

The Construction on this property will take awhile to complete and the residents of Applewood Farms will have to deal with heavy equipment noise. Construction vehicles, construction workers entering and exiting our neighborhood on a daily. Did I mention there is ONLY ONE MAIN ROAD IN AND OUT OF OUR NEIGHBORHOOD...If you missed that I'm telling you again.

These contractors and builders try and entice the city to get their plans approved with adding funds to future road improvements. Perhaps these roads improvements need to happen FIRST before any thing else is approved. I have heard over the years of that after phase 1 is complete we won't start phase 2 until improvements

are made. So in otherwards.. they got what they wanted making \$\$ on phase 1 and moving onto another project throughout the city and phase 2 never starts. again with holding the carrot 🥕 in front of city officials by promising funds for improved roadways that have yet to take place. Godwin Blvd. Is a great example of a roadway that can not handle more daily traffic.

Suffolk is making lots of \$\$ on the speed trap cameras all over the city and increased property taxes. They do not need anymore greased pockets from these money hungry developers with empty promises.

The city officials really need to learn to say enough is enough and put a hold on all new builds until the city can get a grip on what is happening to our once beautiful city.

Adding traffic to the current roads that are not equipped to handle anymore, overcrowded schools, the shortage of BUS drivers can't handle the current routes.

Does the city have a plan to get the influx of more children in these new communities to and from school? And promise that those children will receive a good quality education. The answer is no!

The schools can not get people interested in even applying to drive school busses, and I dont blame people for not wanting to drive a school bus transporting the precious lives of our future generations in all the traffic, The roads that are not equipped to handle more vehicles let alone more school buses. But yet you keep approving these builds and adding to the problem.

And I'm sure recruiting great teachers has been tough also. Teachers dont want to come and work in over crowded classrooms. The children and citizens of Suffolk are getting the short end of the stick.

New Families want great schools for their children. The over crowded schools that already exist are not going to entise more people to relocate to the area. Lets fix the current problems in this city and stop adding to it.

I'm almost certain that if more current residents could afford to move out of Suffolk they would. Most moved to this area because of the way the city use to be and how it use to look. It is far from that today. Suffolk has lost its country charm and appeal. There is no one to blame except for the city officials and employees that have been in charge of signing off on all of these building permits, and rezoning request and so on.

Shortly after we moved to this area. obici added 200 more beds because there was a shortage and a need. Im sure that shortage and need has gotten worse with all the approved housing developments. There is no way 200 beds then is sufficient now. We probably need at least triple that.

The new developments are also putting a strain on our police, fire and rescue personnel. I know I certainly hear way more sirens now than we use to when we first moved here. The added traffic also hinders them from doing their job in a timely manner. They are left to maneuver the same roadway gridlocks like the rest of us. bumper to bumper vehicles makes it harder for them to do their job when time is so precious in emergency situations.

Start listening to the citizens of Suffolk! We DO NOT want more housing built.

Go on social media and read all the daily gripes and complaints the citizens have. Im sure if these rezoning and approval meetings happened in the evenings more citizens would be there in masses opposing all these plans. Its hard for most to take time off work to attend your meetings. Enough is enough.

There was a recent study done and the study found that people relocating to the tidewater area is WAY down. And below the national averages.

So why are you approving all of the contracts? The relocating numbers are not expected to get any better.

There is nothing left to make this area desirable. Green space and country spaces have become nothing but asphalt and cheaply built housing with neighbors on top of neighbors. And the roadways are nothing but daily parking lots.

Please GET OUT into the community. Travel these roads, sit in traffic with the rest of us. Go visit each and every one of these newly proposed plan sites. Trust me... these proposed sites will look a lot different in person than it does on paper.

If this proposed neighborhood is approved; The homeowners wanting to sell in our neighborhood especially those homes along Jonathans Way will have a harder time selling them because of the added traffic and noise caused by a new housing development. Property values will probably decrease as well because the added traffic will make our neighborhood less and less desirable.

We already have to deal with more noise from 58 due to more vehicles and big trucks traveling down the highway. And with the new warehouses being built the truck traffic and noise is only going to increase. And the daily commutes for all of us in Suffolk is destined to get worse.

My family and I are fully opposed of a new housing development of ANY KIND being added to the property at the end of Jonathans Way.

Please do not approve the development plans or any future plans for this property at the end of Jonathans Way.

The city would be better off to purchase this land from the Cline Heirs and develop it into a beautiful waterfront park. We do not need or want a housing development attached to our neighborhood.



Public Comment Form

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First Name	Chris
Last Name	Wilkins
Street Address	240 Jonathans Way
City	Suffolk
State	Virginia
Zip Code	23434

Comment

Here we are again, with the developer trying to add 43 new homes to the back of neighborhood that already has more than 200 and only a single way in and out. This is a neighborhood that already has too much, and too fast, traffic through it, with these new homes desired at the end of straight road that begs for irresponsible speeding down what we non-affectionately refer to already as Jonathans SPEEDWay. Now we want to add another 80+/- vehicles to the back of this, further endangering lives and property along our street.

This new development doesn't really address any of the concerns that I recall brought up by the Fire Department, City planners and others that I recall from the last attempt. Yes, there is a slight reduction of the number of proposed units and changing from multi-family townhomes to "single-family" homes that are within spitting distance of each other, but it is still adding a huge burden to existing infrastructure to a single ingress and outgress point, thinking of Applewood Farms itself, not even getting to the single ingress and outgress of the combined Applewood and Burnetts Mill, which is already a dense neighborhood.

I really try to figure out the "55-Plus" schtick of this developer plans, and the best that I can hypothesize is that this is an attempt by the developers for a bait and switch to make a large collection of small, high density homes more palatable to city planners than just a development of small, high density homes. In my experience, 55-Plus communities typically come with some sort of services or activities. This proposal and the other one? Nothing, just a bunch of houses packed together. No pool. No fitness center. No community center. I just can't help but feel that this is a cynical bait and switch plan by a developer to use the "respectability" of a retirement community to sneak in a bunch of homes built in an area that can't support it to inevitably cease being a 55-Plus community. No that it is any better as a 55 plus

community or not, but this is the only reason I can see for building a 55-plus community without a single feature typical to those types of communities.

In any case, this is a small, relatively quiet neighborhood that can already not really handle the traffic that it has, and I implore you to not let this rezoning take place, in keeping with the prior findings of all of the reviews. They said before that they can build, by rights, I think 17 single family homes back there. Let them go for it. 30+/- more cars is still not ideal, but it's better than 80+/- . Do not let this developer try to overbuild on this property adding more value to their bottom line with no benefit to the neighborhood that's been here for 30 years and no real benefit to the city.

Thank you!



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First Name	Misty
Street Address	104 Pippin Dr
City	Suffolk
State	Virginia
Zip Code	23434
Comment	I do not think building in a flood zone would be a wise idea. Traffic in this location does not need to be increased, and the property values for the area would become skewed and make sales more difficult going forward. Please consider this land being used as a wildlife refuge.



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First Name	David
Last Name	Lampe
Street Address	227 jonathans Way
City	Suffolk
State	Virginia
Zip Code	23434

Comment

I strongly oppose the rezoning of this property. The land in question is in a flood zone. Nansemond river on the end. Both sides of the property has some inlets from the nansemond river. Also next to the property is route 58. The other end of the property is a hoa residential family detached home neighborhood. The neighborhood has one road in and one road in and out . There is already a lot of traffic from our fellow neighbors. Most of which have more than one vehicle. Even if this proposed property if age 55 and over that add numerous more cars traveling Jonathans Way on a daily. Just like our neighbors the people moving into those homes will probably have more than one car. That is more traffic that we will have to deal with. There are several residents that park along Jonathan's Way in front of their homes. And numerous cars have been struck over the years. The neighborhood is posted 25mph. Not many follow that speed. Adding more traffic will put the neighborhood children at risk of also being hit by a vehicle. The added noise from those added cars. And the daily noise from construction vehicles and workers will also add to noise making it a nuisance. There are also wildlife that live around the property in question. AND more run off and pollution going into the river. There are already numerous 55 and older neighborhood. The city Does not need any more. The traffic around the city is already terrible. And everyone's daily commute has more than doubled. Quit adding to the problem and STOP allowing these builders permission to build. I suggest halting all builds until the roads are adequate, because right now they are not.

Schools, and hospitals are already crowded. So again please listen to the suffolk residents all over the city and just say NO to all these builders.the residents are FED UP!



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First Name	Darnell
Last Name	Johnson
Street Address	106 Chenango Court
City	Suffolk
State	Virginia
Zip Code	23434
Comment	I think it's totally bull to add more houses to an already over populated area.



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First Name	Elicia
Last Name	Wilkins
Street Address	240 Jonathans Way
City	Suffolk
State	Virginia
Zip Code	23434
Comment	Single family homes are a better plan than the original townhouses/condos the developers tried push through, but building 43 houses in that space at the end of a large neighborhood with one point of entry/exit is reckless. If all homes have one car and as few as half have two cars, that's an extra 64 cars running down Jonathan's way and tying up the short road at the stoplight to Godwin Blvd. Who will ensure that residents stay in their neighborhood and don't come into Applewood Farms HOA maintained areas? What effect will these tiny, squashed together homes have on the property values of Applewood Farms homes? What will the affect be to our utilities (disruptions, increased costs)? How about drainage in that area? Again, squeezing every spare inch of building into that space is reckless.

ORDINANCE NUMBER _____

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK TO CHANGE THE ZONING FROM RR, RURAL RESIDENTIAL ZONING DISTRICT, TO RM, RESIDENTIAL MEDIUM DENSITY (CONDITIONAL) ZONING DISTRICT, FOR PROPERTY LOCATED AT 400 JONATHANS WAY, ZONING MAP 26, PARCEL 7B, ACCOUNT NUMBER 253134400; RZN2025-009 (CONDITIONAL)

WHEREAS, Bob Arnette, Coastal Virginia Partners, LLC, applicant, on behalf of Shelley C. Atkinson, Alison C. Darden, and Mark G. Cline, property owners, has requested to rezone and amend the official zoning map of the City of Suffolk from RR, Rural Residential Zoning District, to RM, Residential Medium Density (Conditional) Zoning District, on property located at 400 Jonathans Way, Zoning Map 26, Parcels 7B, which land is depicted on Exhibit "C"; and,

WHEREAS, the proposed rezoning and amendment to the official zoning map has been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and,

WHEREAS, a public hearing before City Council was duly advertised as required by law and held on the ___ day of _____, _____, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibit "A," "Planning Commission Recommendation", Exhibit "B," "Voluntary Proffer Statement", Exhibit "C," "Property Map", Exhibit "D," "Jonathans Way Rezoning Exhibit," which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

A. Council finds that the proposed rezoning is reasonable, and warranted due to a mistake or change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:

1. the existing use and character of property within the City;
2. the Comprehensive Plan;
3. the suitability of the property for various uses;
4. the trends of growth or change;

5. the current or future requirements of the community as to land for various purposes as determined by population, economic, and other studies;
6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas or other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City; and,
13. the expressed purpose of the City's Unified Development Ordinance (UDO), as set out in Section 31-102 of the UDO, as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended.

B. The Suffolk City Council makes the following specific findings as to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2045 Comprehensive Plan as adopted by City Council on December 18, 2024.

Section 3. Rezoning.

1. The conditions proffered in the attached Exhibit "B" be, and are hereby accepted.
2. The property as shown on the attached Exhibit "C" is hereby conditionally rezoned and the official zoning map be, and is hereby, amended from RR, Rural Residential Zoning District, to RM, Residential Medium Density (Conditional) Zoning District.
3. The foregoing rezoning and amendment to the official zoning map are expressly made subject to the performance of the conditions

hereby proffered and accepted. These conditions shall remain in effect until a subsequent amendment changes the zoning of the property; however, such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance.

Section 4. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the Office of the Clerk of the Circuit Court of the City of Suffolk, Virginia.

This ordinance shall be effective upon passage and shall not be published or codified.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

EXHIBIT “A”

RESOLUTION NO. 26-04-02

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO REZONING REQUEST
RZN2025-009 (CONDITIONAL)
TO CHANGE THE ZONING FROM RR, RURAL RESIDENTIAL ZONING DISTRICT,
TO RM, RESIDENTIAL MEDIUM DENSITY (CONDITIONAL) ZONING DISTRICT,
FOR PROPERTY LOCATED AT 400 JONATHANS WAY, ZONING MAP 26, PARCEL
7B, ACCOUNT NUMBER 253134400**

WHEREAS, Bob Arnette, Coastal Virginia Partners, LLC, applicant, on behalf of Shelley C. Atkinson, Alison C. Darden, and Mark G. Cline, property owners, has requested to change the zoning from RR, Rural Residential Zoning District, to RM, Residential Medium Density (Conditional) Zoning District, on property located at 400 Jonathans Way, Zoning Map 26, Parcel 7B; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

- A. The Suffolk Planning Commission finds that the proposed rezoning is reasonable, and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
1. the existing use and character of property within the City;
 2. the Comprehensive Plan;
 3. the suitability of the property for various uses;
 4. the trends of growth or change;
 5. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;
 6. the transportation requirements of the community;
 7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;

8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City;
13. the expressed purpose of the City’s Unified Development Ordinances as set out in Section 31-102 of the Code of the City of Suffolk (1998), as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended (“Va. Code”).

B. The Suffolk Planning Commission makes the following specific findings to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2045 Comprehensive Plan as adopted by City Council on December 18, 2024.

Section 2. Recommendation to Council

The Planning Commission recommends to City Council that the request, RZN2025-009 (Conditional), be:

- a. Granted as submitted, and the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.
- c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND PASSED: _____

TESTE: _____

VOLUNTARY PROFFER STATEMENT

EXHIBIT B

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 26*7B,
Block Number _____, Account Number(s) 2531344000.

- 1) The property owner shall construct no more than 43 detached residential condominium units.
- 2) Except for the existing house on the subject property, all residential units shall be developed and used solely as an age restricted active adult community that houses couples in which at least one person is fifty-five (55) years of age or older and/or single persons who are fifty-five years of age and older in accordance with the Fair Housing Act. Under no circumstances shall a person under the age of eighteen (18) years of age reside in any dwelling unit except for the existing house. The condominium association governing the development shall be solely responsible for enforcing these residency requirements.
- 3) Roofing shall be copper, metal, or fiberglass architectural style shingles which carry a 30-year warranty.
- 4) Materials for the front, sides, and rear of the homes shall be brick veneer, stone, stamped concrete cement-based siding, high quality vinyl siding cement-fiber board siding. Vinyl siding to be a minimum of 0.046-inch thick and may be overlapped or beaded siding.
- 5) All units shall have a minimum of 1400 square feet of living space.
- 6) All units shall have a crawl space or raised/elevated slab foundation
- 7) All proposed and existing dwellings shall be equipped with an approved automatic sprinkler system in accordance with the 2021 International Fire Code Section D107.1
- 8) The property owner shall make road improvements as outlined in the approved Traffic Impact Analysis (TIA), prepared by Charles Smith, P.E, EPR dated January 2026.
- 9) As described in the Traffic Impact Analysis in Section 5 and Table 5B, 11 single family units are allowed by right, which equates to 17 age restricted units. Occupancy for these 17 condominium units is proposed without limitation. A cash contribution of \$26,875.00 shall be made prior to issuance of the 18th condominium Certificate of Occupancy . The \$26,875.00 shall be dedicated toward the Godwin Boulevard Corridor Improvements Project.

Applicant Signature: 

Date: 4/16/26

Property Owner Signature: _____

Date: _____

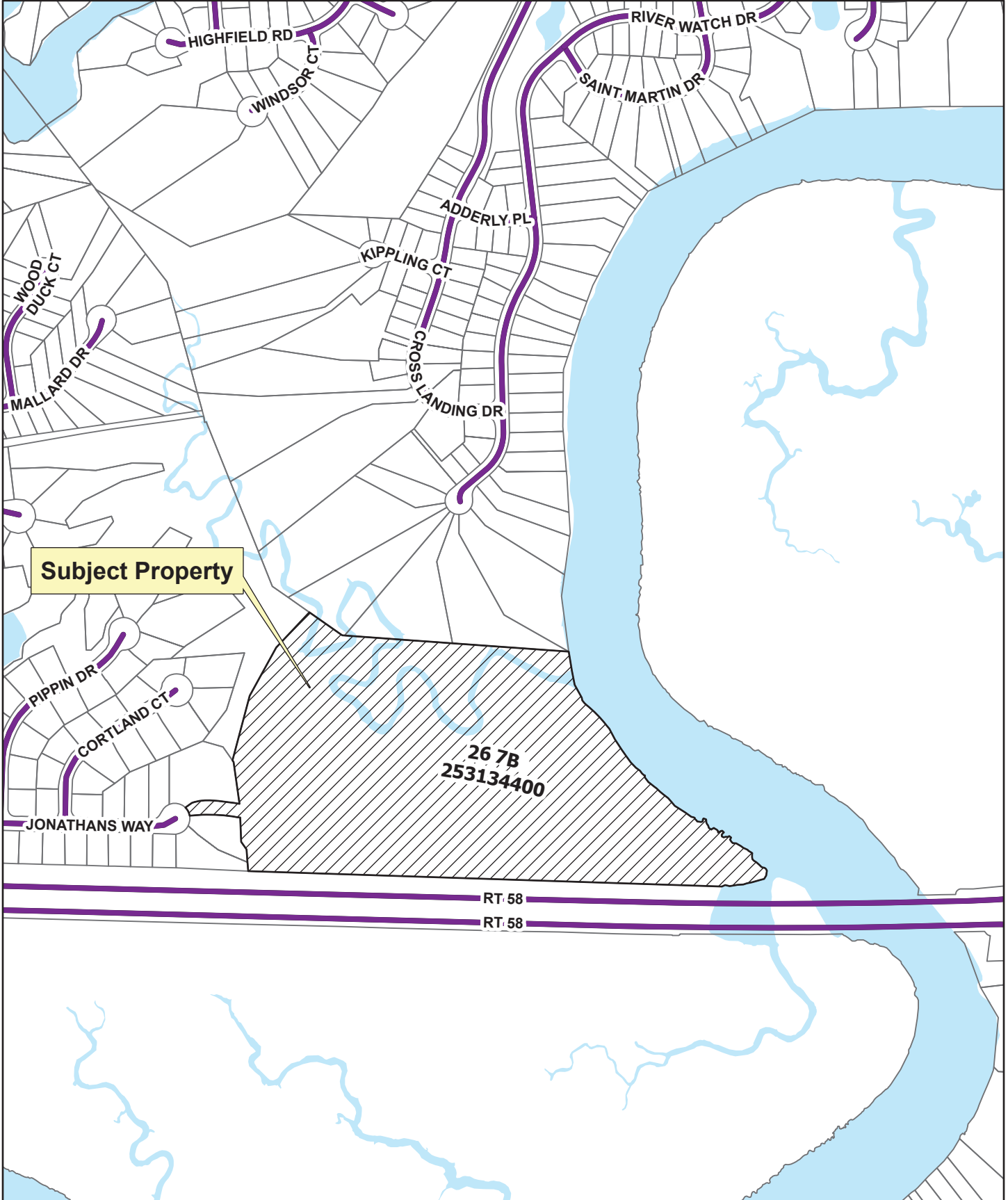
Property Owner Signature: _____

Date: _____



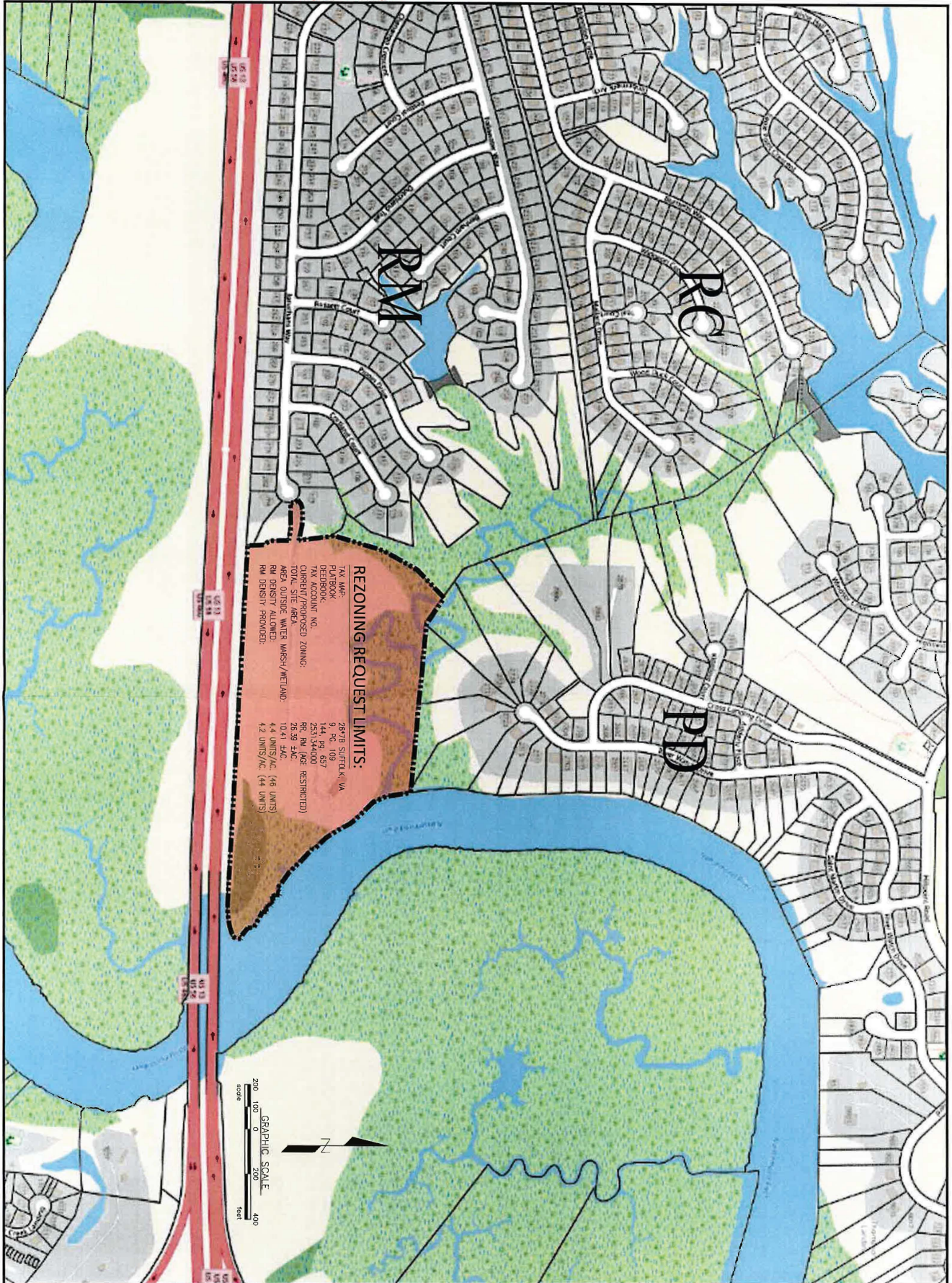
PROPERTY MAP RZN2025-00009

EXHIBIT C



Author: KOSSAI
Date: 12-18-2025







CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Conditional Use Permit Request CUP2025-013, submitted by Melissa Lounsbery, applicant, on behalf of Barry Saunders, property owner, in accordance with Sections 31-306 and 31-406 and 31-701(b)(13) of the Unified Development Ordinance, to grant a Conditional Use Permit to establish vehicle rentals-passenger vehicles only, including recreational vehicle use on property located at 5665 Shoulders Hill Road, Zoning Map 12, Parcel 55*1D. The affected area is further identified as being located in the Sleepy Hole Voting Borough, zoned B-2, General Commercial Zoning District and SCOD, Special Corridor Overlay District. The 2045 Comprehensive Plan designates this area as part of the Northern Growth Area, Commercial Corridor Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Isabella Reynolds, the staff planner handling this case, if you have any questions in advance of the meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT REQUEST: Conditional Use Permit request, CUP2025-013, in accordance with Sections 31-306 and 31-406, of the Unified Development Ordinance, to establish a vehicle rentals-passenger vehicles only, including recreational vehicle use.

APPLICANT: Submitted by Melissa Lounsbury, applicant, on behalf of Barry Saunders, property owner.

LOCATION: The subject property is located at 5665 Shoulders Hill Road, Zoning Map 12, Parcel 55*1D.

PRESENT ZONING: The subject property (T.M. 12*55*1D) is zoned B-2, General Commercial zoning district and SCOD, Special Corridor Overlay

EXISTING LAND USE: The subject property totals 1.39 acres and is primarily vacant, with grassy area and a vacant existing structure.

PROPOSED LAND USE: The applicant proposes to establish an Enterprise car rental facility.

SURROUNDING LAND USES:

- North: Bennett's Creek Crossing, zoned B-2, General Commercial Zoning District.
- South: Caliber Collision auto body shop zoned B-2, General Commercial Zoning District.
- East: Shoulders Hill Road, with a mix of businesses and apartments beyond zoned B-2, General Commercial and RU, Residential Urban Zoning District
- West: Single family attached dwellings under construction within the Rollingbrook Villas development zoned RU, Residential Urban Zoning District.

COMPREHENSIVE PLAN: The City's 2045 Comprehensive Plan designates this area as part of the Northern Growth Area, Commercial Corridor Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District (CBPA) and designated as a Resource Management Area (RMA).

FLOOD PLAIN: The property falls within Flood Zone X (areas of minimal risk) as shown on Flood Insurance Rate Map (FIRM) Panel 5101560127E of the City of Suffolk, Virginia 2015 Flood Map.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. Notice to the applicant, containing a copy of the staff report, was also sent April 17, 2026.

CASE HISTORY: The subject property contains vacant structures once used for storage. The storage operation ceased and structures abandoned in 2020, and the property has not been utilized since.

On September 9, 2025, the Board of Zoning Appeals granted a variance (BZA 16-2025) which permitted the reduction of the Special Corridor Overlay District (SCOD) rear yard setback from thirty (30) feet to twenty (20) feet. A condition of approval to the variance states that a six (6) foot solid fence shall be installed and perpetually maintained along the rear property line adjacent to the residential zoning district.

STAFF ANALYSIS

ISSUE

The applicant is requesting a Conditional Use Permit (CUP) to establish an Enterprise car rental facility at 5665 Shoulders Hill Road. The applicant has stated that the facility will consist of car rentals, pick up and drop off, and a self-service car wash with vacuums. The proposed self-service car wash will be utilized by staff and not available to the public. The applicant is proposing to relocate from existing Enterprise branch facility in Chesapeake to the subject property in Suffolk. The existing aforementioned Enterprise branch averages 1,825 rental transactions per month and anticipates the customer transaction volume will remain the same at the proposed location in Suffolk.

The proposed site will be developed with an office and rental building approximately 2,259 square feet in size. The applicant states the rental facility will be staffed with ten (10) employees. The facility will have the following operating hours;

Monday- Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 12:00 p.m.

Sunday: 10:00 a.m. – 2:00 p.m.

The applicant anticipates minimal site traffic as most customer visits are by appointment and staggered throughout the day. For customer convenience, after-hour returns are permitted, and a customer returning a rental vehicle after-hours will utilize a secure key drop box located at the front entrance. There will be no employees on-site during after-hour returns, the staff the following morning will retrieve the keys and process the returns.

CONSIDERATIONS AND CONCLUSIONS

1. Section 31-406 of the Unified Development Ordinance (UDO) requires that a Conditional Use Permit be obtained for a vehicle rentals – passenger vehicles only, including recreational vehicles, use within the B-2, General Commercial Zoning District. The proposed Enterprise rental car facility is classified as such, requiring the approval of a CUP prior to construction and operation.
2. A traffic memorandum was submitted with the application. Road frontage improvements will be required along Shoulders Hill Road, inclusive of curb and gutter, and a multi-use path. Along with the installation of a right turn lane on Shoulders Hill Road and a single driveway entrance to the subject property. As described further in this report, the proposed turn lane and driveway will not conflict with the City's current widening project along this section this

Shoulder Hill Road. The Department of Public Works' Traffic Engineering Division has reviewed this traffic memorandum and this request and did not express any concerns.

3. The subject parcel will be served by public water and sewer. The Enterprise facility will have restrooms and a single-car tunnel car wash. The site appears to have adequate water capacity to serve both the facility building and the car wash. The Department of Public Utilities has reviewed this request and did not express any concerns.
4. An Environmental Site Assessment (ESA) was submitted with this request. The Department of Public Works' Engineering Division has reviewed the request and has no concerns.
5. The Department of Public Works' Engineering Division has reviewed this request and has no comments regarding proposed stormwater management or erosion and sediment control. The subject parcel will be served by an underground stormwater detention system. The applicant provided a geotechnical report to ensure the underground stormwater detention pond will adequately function and serve the proposed use prior to site plan review.
6. Pursuant to Section 31-306 of the Unified Development Ordinance (UDO), a Conditional Use Permit provides a means of authorizing certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a Conditional Use Permit by City Council when the right set of circumstances and conditions are found acceptable.

Conditional Use Permit Approval Criteria, Section 31-306(c): As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council and only if the applicant demonstrates that:

- a) *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

Passenger vehicle rentals are listed as a conditional use in the B-2 zoning district and are required to comply with the development criteria set forth in Article 6 of the UDO. As previously stated, the applicant was granted a variance from the standard 30-foot rear yard SCOD setback from the Board of Zoning Appeals (BZA), on September 9, 2025. The variance reduced the rear yard setback to 20 feet. A condition of approval for the variance is, a 6-foot solid fence shall be installed and perpetually maintained along the rear property. This fence is depicted on the applicant's concept plan and will be installed in conjunction with the Enterprise facility. The proposed development will be required to demonstrate compliance with all UDO requirements at the time of site plan review.

- b) *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally*

permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

According to the 20245 Comprehensive Plan, the subject property is designated as Commercial Corridor Land Use Type. One intent of the Commercial Corridor designation is to accommodate a wide range of commercial uses appropriate for the specific area and to encourage new buildings to be located near the primary street. Appropriate primary uses for the Commercial Corridor Land Use Type are retail, restaurant, and personal services. The proposed Enterprise facility adheres to the intent of the Commercial Corridor by providing a service to the surrounding community. Additionally, the development of the subject property would provide connection to surrounding pedestrian infrastructure, which is an intent of the Commercial Corridor Land Use designation. Therefore, the proposed use is consistent with the Comprehensive Plan and will not be more injurious to the neighborhood than other uses permitted as a matter of right.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

As previously mentioned, road frontage improvements will be required along Shoulders Hill Road. One of the improvements will be installing a right turn lane to provide ingress and egress to the subject parcel, along with a right in, right out entrance to the subject parcel onto Shoulders Hill Road. Note that the subject property is adjacent to a section of Shoulder's Hill Road being widened to four lanes as part of the on-going Bridge Road/Shoulders Hill Road widening and improvement project being completed by the City. The concept plan depicts a right-of-way dedication along the road frontage to accommodate the widening improvements, along with a multi-use path. As noted in the traffic memo, the Institute of Transportation Engineers (ITE) Trip Generation Manual does not provide trip generation figures for car rental businesses, so the applicant analyzed traffic counts at its current Chesapeake facility to estimate daily trips for the proposed Suffolk facility. This exercise resulted in 132 anticipated daily trips, with 38 trips at the AM peak hours and 42 trips at the PM peak hour. Shoulders Hill Road is an arterial road carrying about 14,000 daily vehicle trips, and the proposed Enterprise facility is not anticipated to negatively impact traffic patterns on this section of Shoulder' Hill. While the Enterprise facility will have capacity for 43 rental cars, customers typically schedule appointments to pick up or drop off rental cars, resulting in staggered customer traffic throughout the day. Additionally, in the narrative provided by the applicant, Enterprise offers a customary shuttle bus service for the customers, which will further reduce proposed vehicle trips generated by the proposed use. To ensure adequate traffic circulation will be maintained along drive aisles within the subject parcel, a condition of approve is all rental vehicles shall be stored in designated parking spaces.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

The proposed vacuum-car wash combo will be located at the rear of the parcel. The cleaning services will occur inside the proposed building, which will be behind the proposed office building. By conducting vacuuming and car washing inside, potential vibration and noise generated from the vacuum-car wash combo will be minimized. Note a condition of the aforesaid variance granted by BZA requires a six (6) foot solid fence to be installed behind the vacuum-car wash combo, which further reduces any anticipated vibration or noise generated by the vacuum-car wash that could impact the adjacent residential property. Therefore, the proposed use is not anticipated to be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The proposed use is not expected to be injurious to the use and enjoyment of the properties in the immediate vicinity. To the immediate north and south of the subject property are parcels zoned B-2, General Commercial zoning district. To the immediate south, there is an existing car collision repair service, Caliber Collision, which is permitted by-right in the B-2 zoning district. The proposed use of a vehicle car rental facility is consistent with the existing commercial properties surrounding the subject parcel. Since the subject property is located within SCOD additional landscape screening will be required to minimize any adverse impacts of the proposed use. As previously mentioned there will be a six (6) foot solid fence providing additional screening at the rear of the subject parcel, which shall sufficiently screen from the residential development behind the proposed Enterprise.

- f) *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

The proposed use is not expected to impede orderly development and improvement of the surrounding properties. The subject property is located along Shoulders Hill Road, which is a major arterial road and is designated as a Commercial Corridor in the 2045 Comprehensive Plan. The zoning for the subject parcel is B-2, which permits by-right uses more intense than a vehicle rental service such as vehicle sales, automobile repairs, and shopping centers. Vehicle sales are more intense of use than vehicle rentals because dealerships typically stay open later, have more outdoor displays, and require additional lighting. A shopping center would generate more average daily vehicle trips than a vehicle rental service. As previously mentioned, the adjacent parcel to the south is an automobile repair service which is permitted by-right in the B-2 zoning district. The proposed vehicle rental use will be compatible with the surrounding uses and the community. The subject property is also located within SCOD which requires additional landscaping to provide sufficient screening on the use from the public right of way.

- g) *The establishment, maintenance or operation of the proposed use shall not be*

detrimental to or endanger the public health, safety, morals, comfort or general welfare.

The proposed use is not anticipated to be detrimental to or endanger the public health, safety, or the general welfare of the community. The proposed Enterprise facility is anticipated to generate lower volume of traffic, as most customer visits will be by appointment. To minimize any chance for junk vehicles to accumulate on the property, a condition of approval is proposed that requires all rental vehicles store on site to be in working condition, with up-to-date state inspection decals and license plates.

h) The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.

The public interest and welfare are not anticipated to be compromised by the proposed Enterprise car rental business. As previously stated, the proposed use conforms with the 2045 Comprehensive Plan, as the subject property is designated as a Commercial Corridor. Also, the subject property is zoned B-2 and the proposed use is in alignment with the intent of the zoning district.

RECOMMENDATION

It is staff's opinion that the site in question is appropriate for the proposed passenger vehicle rental business. The proposed use is aligned with the Commercial Corridor land use designation in the 2045 Comprehensive Plan and the proposed use is compatible with the existing businesses along this section of Shoulders Hill Road. The vehicle rental is not anticipated to have adverse impacts to the surrounding community and neighborhood, given the proposed conditions of approval that are designed to prevent junked cars, landscaped buffers, and prohibit vehicle repairs on site. Therefore, staff recommends the Planning Commission forward Conditional Use Permit Request CUP2025-013 to City Council with a recommendation of **approval**. Should the Conditional Use Permit application be approved, the following conditions are recommended with all Ordinance and Code requirements and to ensure compatibility of the proposed use with the surrounding area:

1. This Conditional Use Permit is granted specifically to establish vehicle rentals-passenger vehicle only, including recreational vehicle use at property located at 5665 Shoulders Hill Road; as identified in Exhibit B "Property Map".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operation of the use shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. The use shall be in substantial conformance with the concept plan titled "Site Layout Plan" prepared by ATCS and dated February 27, 2026; as identified in Exhibit "C".
4. Buildings shall be constructed in substantial conform with the building elevations titled "Enterprise Mobility" prepared by TS3 Architects, PC and dated March 13, 2026; as identified in Exhibit "E".

5. All vehicles on-site shall be in an operable condition and shall display current valid state inspection decals and license plates.
6. No vehicle repairs shall be permitted on the subject property.
7. All rental vehicles shall be stored in designated parking spaces.
8. The car wash shall be for employee use only. The general public shall be prohibited from using the car wash.
9. The applicant shall obtain all necessary building permits from the Division of Community Development and shall obtain approval of a Site Plan from the Division of Planning for the design of improvements associated with this request prior to the commencement of any land disturbance or construction activities on the property.

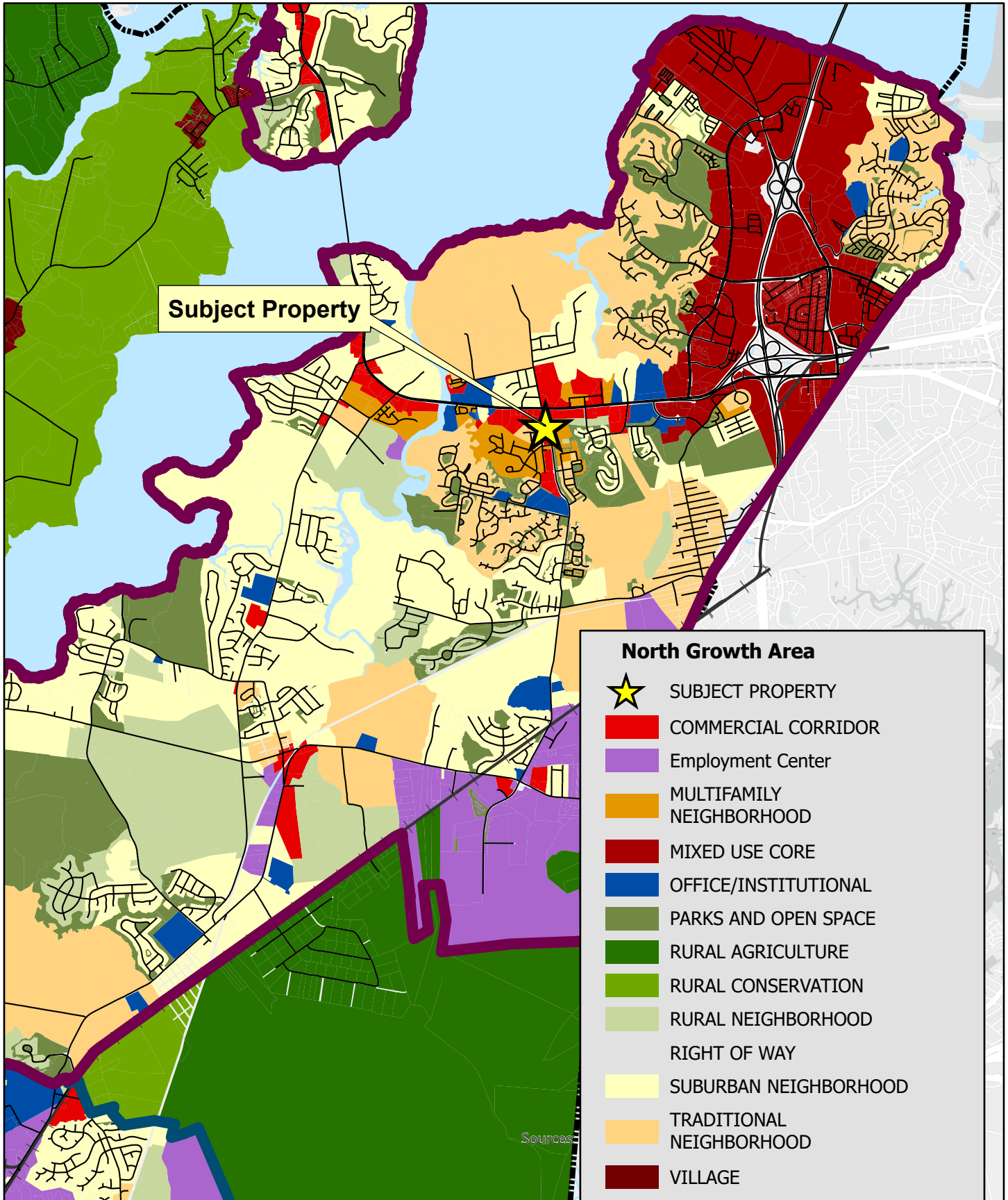
Attachments

- General Location Map
- Zoning / Land Use Map
- Application Narrative
- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – Property Map
- Exhibit C – Site Layout Plan
- Exhibit D – Landscape Plan
- Exhibit E- “Enterprise Mobility”, Elevations Package



GENERAL LOCATION MAP

CUP2025-00013



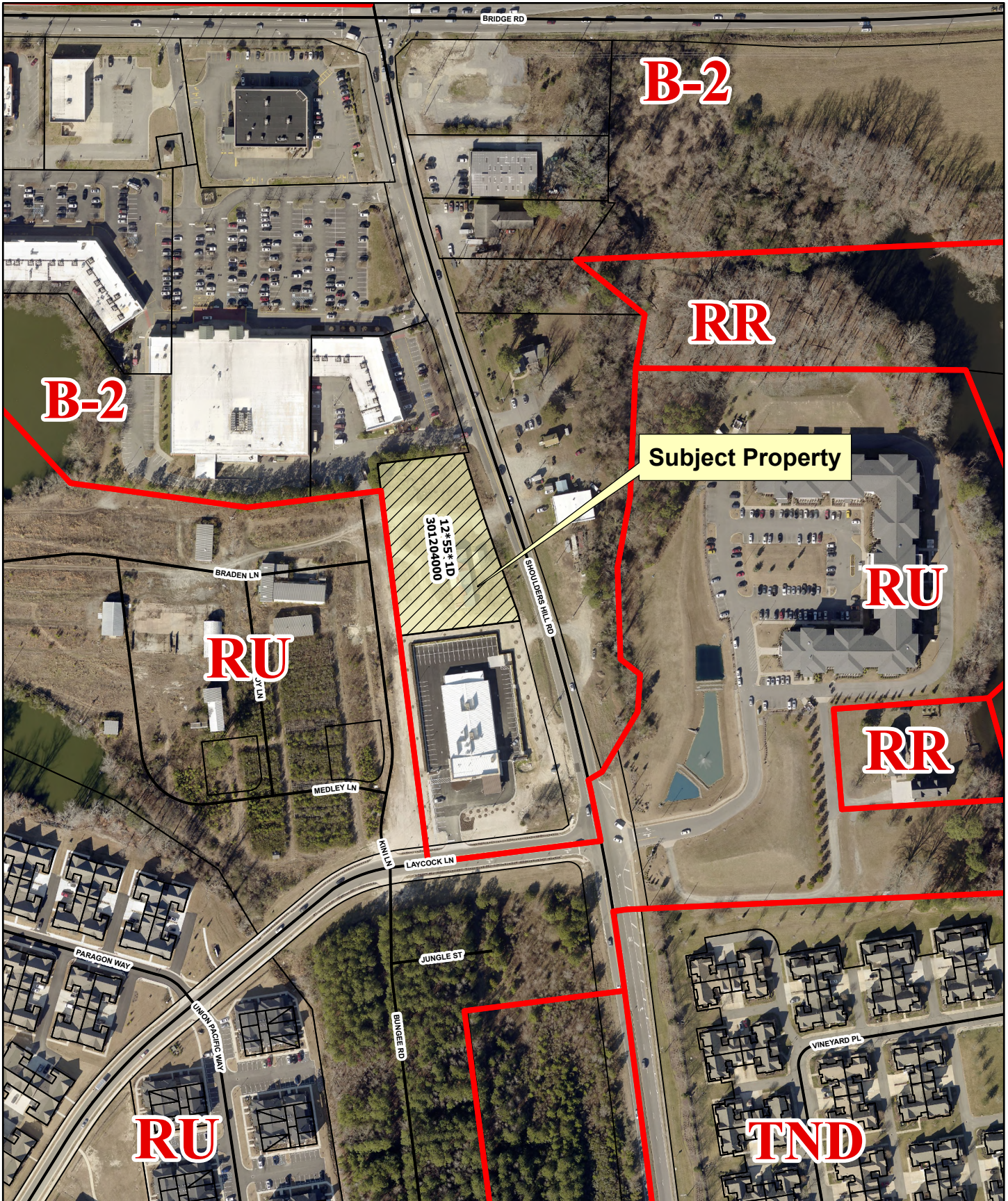
Author: KOSSAI
Date: 09-09-2025

0 0.5 1 2 3 4 Miles





ZONING / LAND USE MAP CUP2025-00013



Author: KOSSAI
Date: 09-09-2025

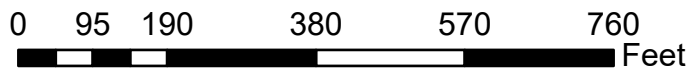


Image: Suffolk Pictometry 2024



Narrative Description

Enterprise Leasing Co. of Norfolk/Richmond, LLC (“Applicant”) is the contract purchaser for the property owned by First Step, Inc. and located at 5665 Shoulders Hill Road, Suffolk, Virginia 23435 (Tax Map No. 12551D) (the “Property”). The Property consists of 1.3920 acres and is zoned B-2 General Commercial. The Property lies within the Special Corridor Overlay District.

Applicant seeks a Conditional Use Permit to allow the operation of a passenger vehicle rental facility on the Property. The Property will be improved and developed in accordance with the site plan titled “CLASS 1 SITE PLAN SITE LAYOUT PLAN ENTERPRISE RENTAL,” dated July 24, 2025, prepared by ATCS (the “Site Plan”). A copy of the Site Plan is submitted with this application.

On September 9, 2025, the Board of Zoning Appeals approved Variance BZA 16-2025, which reduced the required Special Corridor Overlay District rear yard setback from 30 feet to 20 feet (Article 4, Section 31-412(c) of the Unified Development Ordinance). The variance was granted with the condition that a 6-foot solid closed fence be installed and perpetually maintained along the rear property line adjacent to the residential zoning district and use. A copy of the BZA Resolution and Approval Letter for BZA 16-2025 is attached hereto.

Narrative Description of Proposed Use

The applicant seeks approval for a conditional use permit to relocate an existing, well-established Enterprise Rent-A-Car branch from its current location at 3125 Western Branch Blvd, Chesapeake, VA 23321 to the subject property. The proposed use is a full-service vehicle rental facility with ancillary vehicle preparation and storage areas, consistent with Enterprise’s proven neighborhood branch model.

Hours of Operation

- Monday – Friday: 8:00 a.m. – 6:00 p.m.
- Saturday: 9:00 a.m. – 12:00 p.m.
- Sunday: 10:00 a.m. – 2:00 p.m.

Staffing The branch will employ approximately:

- 5 full-time customer-facing employees
- 2 full-time and 2 part-time automotive detailers
- 1 part-time shuttle driver

Total on-site staff at any one time will typically range from 6–10 persons, with peak staffing occurring during normal business hours.

Daily Customer Volume and Transactions The existing branch currently averages 1,825 rental transactions per month, or approximately 60 customer visits per day (rentals and returns combined). This volume is anticipated to remain substantially the same at the new location. Customer visits are by

appointment or reservation in most cases; walk-in traffic is minimal. On average, approximately 33 rental vehicles are idle on the lot, with peak periods averaging 52 vehicles.

Day-to-Day Operations of an Enterprise Rent-A-Car Neighborhood Branch Enterprise's business model is distinctly service-oriented and built around convenience for the customer, particularly insurance replacement and local-use renters.

1. **Customer Service & Sales** A core differentiator for Enterprise is the complimentary pick-up and drop-off service. Employees routinely leave the branch to retrieve customers from their homes, workplaces, or area auto body shops and bring them to the branch to complete rental paperwork. To maximize efficiency and further reduce individual vehicle trips to and from the site, the branch utilizes a dedicated part-time shuttle driver who regularly carpools multiple customers at once—most commonly to and from nearby body shops and collision centers. This consolidated shuttle service significantly minimizes the total number of customer-owned vehicles arriving on the property each day. Inside the branch, staff process reservations, prepare rental agreements, offer optional insurance products and upgrades, accept payment, and hand over keys. Returns are processed in the same courteous, efficient manner.
2. **Vehicle Preparation and Fleet Management** Every returning vehicle receives our required “Standard of Care” preparation (exterior wash, interior vacuum, and cleaning) before re-rental. These tasks are performed exclusively by employees inside dedicated on-site facilities: a single-bay automated car wash tunnel and a detached vacuum/detail bay with centralized equipment. The automated car wash is strictly for employee use only, is not open to the public, and serves solely to clean company-owned vehicles. It would be an accessory use incidental and subordinate to the site's principal permitted use of vehicle rental. No public detailing or customer vehicle washing is permitted on the lot. Vehicles awaiting rental, recently returned, or held for transfer are parked in designated fleet spaces.
3. **After-Hours Returns** For customer convenience, an illuminated, secure key drop box is provided at the front entrance. Customers returning vehicles outside of posted hours may park in designated return spaces, lock the vehicle, and deposit the keys and rental agreement in the drop box. No employee is on site during these drops, and the lot is well-lit and monitored by surveillance cameras. First-arriving staff the following morning retrieve the keys and process the returns.

Overall Site Utilization The property will consist of a modest office/customer lobby building, customer and employee parking spaces, rental fleet parking/display spaces, vehicle preparation bays (including the employee-only automated carwash), and the after-hours key drop area. The site will provide a total of 68 on-site parking spaces, with 19 spaces dedicated to customers and employees and the remaining 43 spaces allocated for car rental storage to accommodate vehicles returning from rentals, undergoing preparation for upcoming rentals, or awaiting transfer to another Enterprise location. All activities are contained within the premises, and the site is designed to accommodate the anticipated traffic in a safe and orderly fashion.

City of Suffolk
Department of Planning and Community Development
DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff

Application Number:	CUP2025-00013	Project Name:	Enterprise Shoulders Hill Road
Project Address:	5665 Shoulders Hill Road	Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: Enterprise Leasing Co of Norfolk/Richmond, LLC

Property Address(es): 5665 Shoulders Hill Road

Tax Map Number(s): 12*55*1D

Account Number(s): 301204000

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: Williams Mullen - Tyler J. Rosá, Esq.

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsidary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

 PLEASES SEE ATTACHED LIST

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES NO (select one)	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/> <input checked="" type="checkbox"/>	Commonwealth Commercial, Stanton Mcduffie
Real Estate Broker/Agent/Realtor	<input checked="" type="checkbox"/> <input type="checkbox"/>	
Accounting/Tax Preparation	<input type="checkbox"/> <input checked="" type="checkbox"/>	Covington Hendrix Anderson Architects, Jon Covington
Architect/Designer/Landscape Architect/Land Planner	<input checked="" type="checkbox"/> <input type="checkbox"/>	
Construction Contractor	<input type="checkbox"/> <input checked="" type="checkbox"/>	ATCS, Richard Barnes (engineer)
Engineer/Surveyor/Agent	<input checked="" type="checkbox"/> <input type="checkbox"/>	Williams Mullen, Tyler J. Rosa
Legal Services	<input checked="" type="checkbox"/> <input type="checkbox"/>	

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: FIRST STEP, INC.
 (as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-sub subsidiary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

PLEASE SEE ATTACHED LIST

Does the subject property have a proposed or pending purchaser? YES NO
 If yes, name of the proposed or pending purchaser: ENTERPRISE LEASING COMPANY OF NORFOLK/RICHMOND

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:


PROPERTY OWNER SERVICES DISCLOSURE

The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES NO (select one)	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____
Real Estate Broker/Agent/Realtor	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____
Accounting/Tax Preparation	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____
Construction Contractor	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____
Engineer/Surveyor/Agent	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____
Legal Services	<input type="checkbox"/> <input checked="" type="checkbox"/>	_____

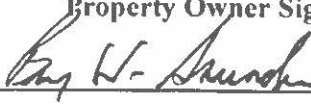
APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)	Applicant Signature	Date
Enterprise Leasing Company of Norfolk/Richmond		<u>7/31/25</u>
By: <u>ENTERPRISE LEASING Co. of Norfolk/Richmond</u>		
Name: <u>Michael V. Bruce</u> , Its. <u>VP/GM</u>		

PROPERTY OWNER CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Property Owner Name (Print)	Property Owner Signature	Date
First Step, Inc.		<u>7/31/25</u>
By: <u>FIRST STEP INC</u>		
Name: <u>BARRY W LANDERS</u> Its. <u>PRESIDENT</u>		

"Parent-subsidary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

"Affiliated business entity relationship" means "a relationship, other than parent-subsidary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

**PUBLIC COMMENTS
FOR
CUP2025-013**



Public Comment Form

Please be advised that this form is for public comment for CUP2025-013, Enterprise Shoulder's Hill Road, only.

All comments provided will be made available to Planning Commission members, City Council members, and the general public.

All comments provided by 5:00 PM on April 14, 2026, no less than one week prior to the Planning Commission's scheduled meeting, will be made available to Planning Commission members, City Council members, and the general public and included within staff's report. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

First Name	Diane
Last Name	Johnson
Street Address	3224 Gardenia Court
City	Suffolk
State	Virginia
Zip Code	23435
Comment	We do not want any industrial businesses such as Enterprise to support another industrial business such as Caliber Collision. Shoulders Hill Road is a terrible sight now and frankly would be a hindrance to future home sales. Work with us Suffolk, not against your tax payers!



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First Name	Heidi
Last Name	Kenny
Street Address	3319 Forsythia Court
City	Suffolk
State	Virginia
Zip Code	23435
Comment	I have lived in Suffolk since 1992 and have appreciated the growth until the past 5 or so years. I live off of Bennetts Creek Park Road and have witnessed and been frustrated with the amount of houses and commercial properties that have been built on and off of Shoulders Hill but yet this two lane road remains the same. Even with the new Bridge Road and Shoulders Hill intersection expansion, the amount of vehicles traveling Shoulders Hill will only grow and cause more backups. Traffic backups on Shoulders Hill are daily and the other two lane feeding roads such as Pughsville and Nansemond Pkwy are worse and spill on to Shoulders Hill. Plans for these roads need to be implemented BEFORE any more houses or commercial properties are added to an already crowded area! Thank you



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First Name	Holly
Last Name	Bass
Street Address	6075 Newington Pl
City	Suffolk
State	Virginia
Zip Code	23435
Comment	This would not be a suitable addition for this area. The caliber commission is already an eye sore. There are neighborhoods, schools, Grundy sites, and churches in this area. We do not need a rental car company here. This is a residential area, not commercial in the slightest. Please do not consider this.



Public Comment Form

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All comments provided by 5:00 PM on April 14, 2026, no less than one week prior to the Planning Commission's scheduled meeting, will be made available to Planning Commission members, City Council members, and the general public and included within staff's report. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

First Name	William
Last Name	Burks
Street Address	3211 Gardenia Court
City	Suffolk
State	Virginia
Zip Code	23435
Comment	What is the purpose of a rental car company in the middle of North Suffolk other than to allow body shop customers to walk next door and get a car while theirs is being worked on? We do not want to see Shoulders Hill or Bridge Rd become Airline Blvd in Portsmouth. This new commercial push is going to negatively affect our home values because people don't want to live in an industrial area. We bought in Bennett's Creek specifically for the reason it wasn't surrounded by commercial properties. The Shoulder's Hill/Bridge Rd intersection is not even finished and we're already looking to add more traffic to the area. I don't think the residents of Suffolk need this business at all. If it is going to be built, then why not prioritize Bridge Rd and Windward Lane area where the road is wide enough to handle the traffic?



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First Name Susan

Last Name Burks

Street Address 3211 Gardenia Ct

Street Address Line 2 3211 Gardenia Ct

City Suffolk

State Virginia

Zip Code 23435

Comment As residents in this area, I implore you to not consider this as a viable location for a rental car agency. Not only do we not need the increased traffic in this already congested area, but this is bordering on a residential area. Hundreds of homes and multi-family housing areas are located here and do not want to look at a rental car agency in their backyard.

This is not an aesthetically pleasing addition to our area. These types of businesses are unattractive, plain buildings with many cars and strangers driving into and out of the lot all day long. This is not what we want for our neighborhood!



Public Comment Form

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All comments provided by 5:00 PM on April 14, 2026, no less than one week prior to the Planning Commission's scheduled meeting, will be made available to Planning Commission members, City Council members, and the general public and included within staff's report. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

First Name	Taylor
Last Name	Kasab
Street Address	2087 Piedmont rd
City	Suffolk
State	Virginia
Zip Code	23435
Comment	NO MORE COMMERCIAL, please!!!

ORDINANCE NUMBER _____

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH VEHICLE RENTALS-PASSENGER VEHICLE ONLY, INCLUDING RECREATIONAL VEHICLE USE ON PROPERTY LOCATED AT 5665 SHOULDERS HILL ROAD, ZONING MAP 12, PARCEL 55*1D, ACCOUNT NUMBER 301204000; CUP2025-013

WHEREAS, Melissa Lounsbury, applicant, on behalf of Barry Saunders, property owner, has requested a Conditional Use Permit to establish vehicle rentals- passenger vehicle only, including recreational vehicle use at property located at 5665 Shoulders Hill Road, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 12, Parcel 55*1D, which land is depicted on Exhibit "B", "Property Map"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia and Sections 31-102 and 31-306(c)(1 through 8) of the Code of the City of Suffolk, with respect to the purposes stated in Sections 15.2-220 and 15.2-2283 of the Code of Virginia; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Property Map", Exhibit "C", "Site Layout Plan", Exhibit "D", "Landscape Plan", and Exhibit "E" "Enterprise Mobility, Elevations Package" which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a Conditional Use Permit, as submitted or modified with conditions herein, the expressed purpose of which vehicle rentals – passenger vehicle only, including recreational vehicle use that is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living, working in, or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type, and height of buildings or structures, the type and extent of landscaping and screening on site, and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or

densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population, economic, and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of the vehicle rentals- passenger vehicle only, including recreational vehicle use is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The Conditional Use Permit for the property be, and is hereby approved for the property, subject to the following conditions and the general conditions set forth in Section 4 hereof. The Conditional Use Permit specifically permits vehicle rentals-passenger vehicle only, including recreational vehicle use in compliance with Sections 31-306 and 31-406 of the Code of the City of Suffolk.

Conditions

1. This Conditional Use Permit is granted specifically to establish vehicles rentals-passenger vehicle only, including recreational vehicle use at property located at 5665 Shoulders Hill Road, Zoning Map 12, Parcel 55*1D; as identified in Exhibit "B", "Property Map".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operation of the use shall comply with applicable codes, ordinances, and regulations of federal, state, and local government.
3. The use shall be in substantial conformance with the concept plan titled "Site Layout Plan" prepared by ATCS and dated February 27, 2026; as identified in Exhibit "C".
4. Buildings shall be constructed in substantial conform with the building elevations titled "Enterprise Mobility" prepared by TS3 Architects, PC and dated March 13, 2026; as identified in Exhibit "E".
5. All vehicles on-site shall be in an operable condition and shall display current valid state inspection decals and license plates.
6. No vehicle repairs shall be permitted on the subject property.
7. All rental vehicles shall be stored in designated parking spaces.

8. The car wash shall be for employee use only. The general public shall be prohibited from using the car wash.
9. The applicant shall obtain all necessary building permits from the Division of Community Development and shall obtain approval of a Site Plan from the Division of Planning for the design of improvements associated with this request prior to the commencement of any land disturbance or construction activities on the property.

Section 4. General Conditions.

- (a) The Conditional Use Permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days' written notice to the property owner, or their successors in interest, and a hearing at which such persons shall have the opportunity to be heard.
- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.
- (c) The commencement of the Use described in Section 3 of this ordinance shall be deemed acceptance by the property owner, or any party undertaking or maintaining such Use, of the conditions to which the Conditional Use Permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, section or provision of this ordinance is declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections or provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The Conditional Use authorized by this Permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time

period.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO CONDITIONAL USE PERMIT
CUP2025-013**

**TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A VEHICLE
RENTALS- PASSENGER VEHICLE ONLY, INCLUDING RECREATIONAL VEHICLE
USE ON PROPERTY LOCATED AT 5665 SHOULDERS HILL ROAD, ZONING MAP
12, PARCEL 55*1D, ACCOUNT NUMBER 301204000**

WHEREAS, Melissa Lounsbery, applicant, on behalf of Barry Saunders, property owner, has requested a Conditional Use Permit to establish vehicle rentals-passenger vehicle only, including recreational vehicle use located at 5665 Shoulders Hill Road, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 12, Parcel 55*1D, which land is depicted on Exhibit "B", "Property Map"; and,

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a Conditional Use Permit, as submitted or modified herein:

- _____ a) Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ b) Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ c) Will be no more injurious to property or improvements in the neighborhood, or
- _____ d) Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, CUP2025-006, be:

- _____ a) Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- _____ b) Denied, and that Council not adopt the proposed Ordinance.
- _____ c) Granted with the modifications set forth on the attached listing of specific recommendations and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: _____

TESTE: _____

CONDITIONAL USE PERMIT

CUP2025-013

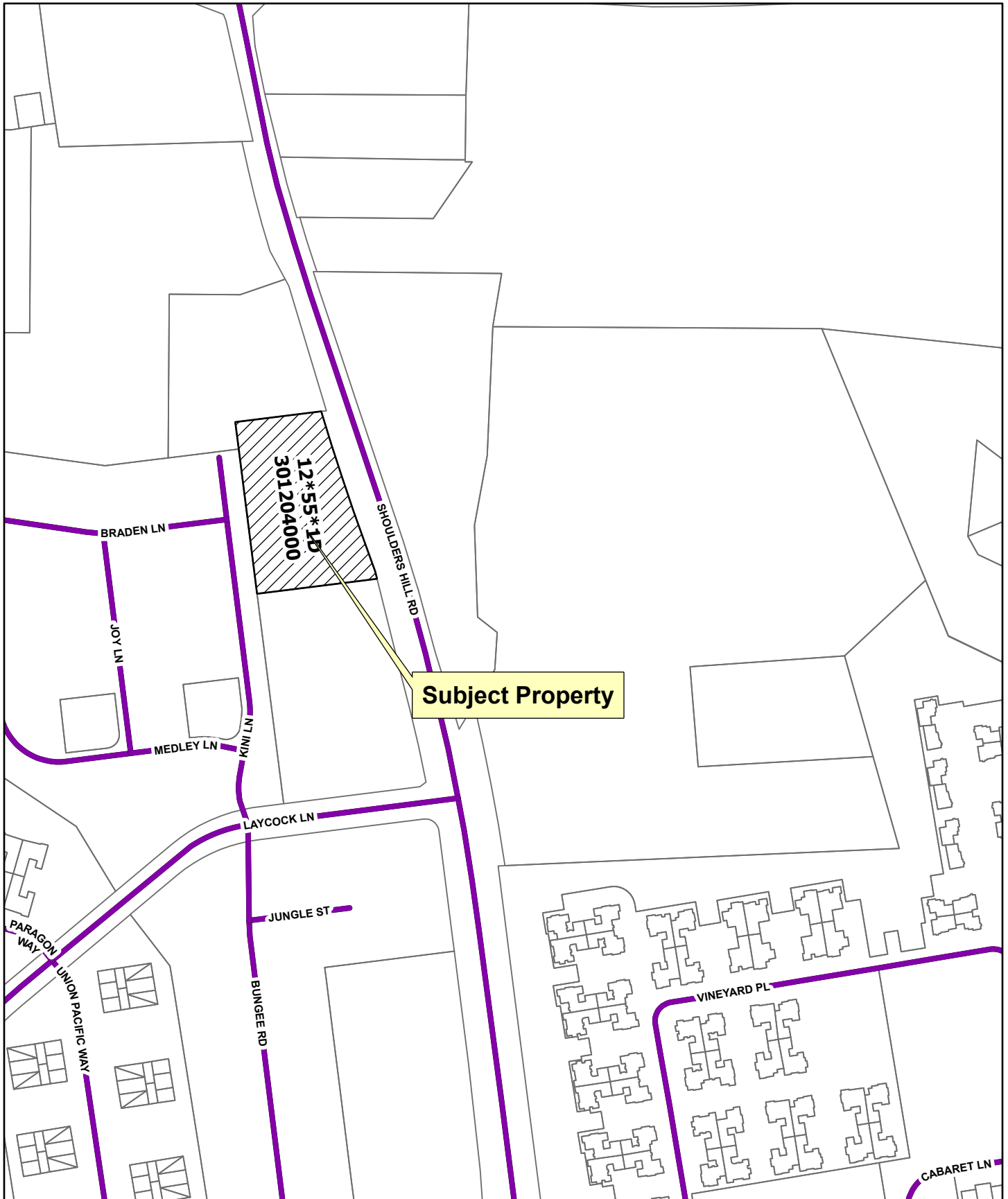
CONDITIONS

1. This Conditional Use Permit is granted specifically to establish vehicle rentals-passenger vehicle only, including recreational vehicle use at property located at 5665 Shoulders Hill Road, Zoning Map 12, Parcel 55*1D; as identified in Exhibit “B”, “Property Map”.
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operation of the use shall comply with applicable codes, ordinances, and regulations of the federal, state, and local government.
3. The use shall be in substantial conformance with the concept plan titled “Site Layout Plan” prepared by ATCS and dated February 27, 2026; as identified in Exhibit “C”.
4. Buildings shall be constructed in substantial conform with the building elevations titled “Enterprise Mobility” prepared by TS3 Architects, PC and dated March 13, 2026; as identified in Exhibit “E”.
5. All vehicles on-site shall be in an operable condition and shall display current valid state inspection decals and license plates.
6. No vehicle repairs shall be permitted on the subject property.
7. All rental vehicles shall be stored in designated parking spaces.
8. The car wash shall be for employee use only. The general public shall be prohibited from using the car wash.
9. The applicant shall obtain all necessary building permits from the Division of Community Development and shall obtain approval of a Site Plan from the Division of Planning for the design of improvements associated with this request prior to the commencement of any land disturbance or construction activities on the property.

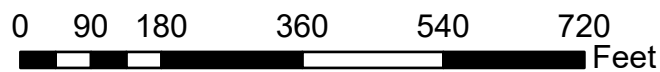


PROPERTY MAP CUP2025-00013

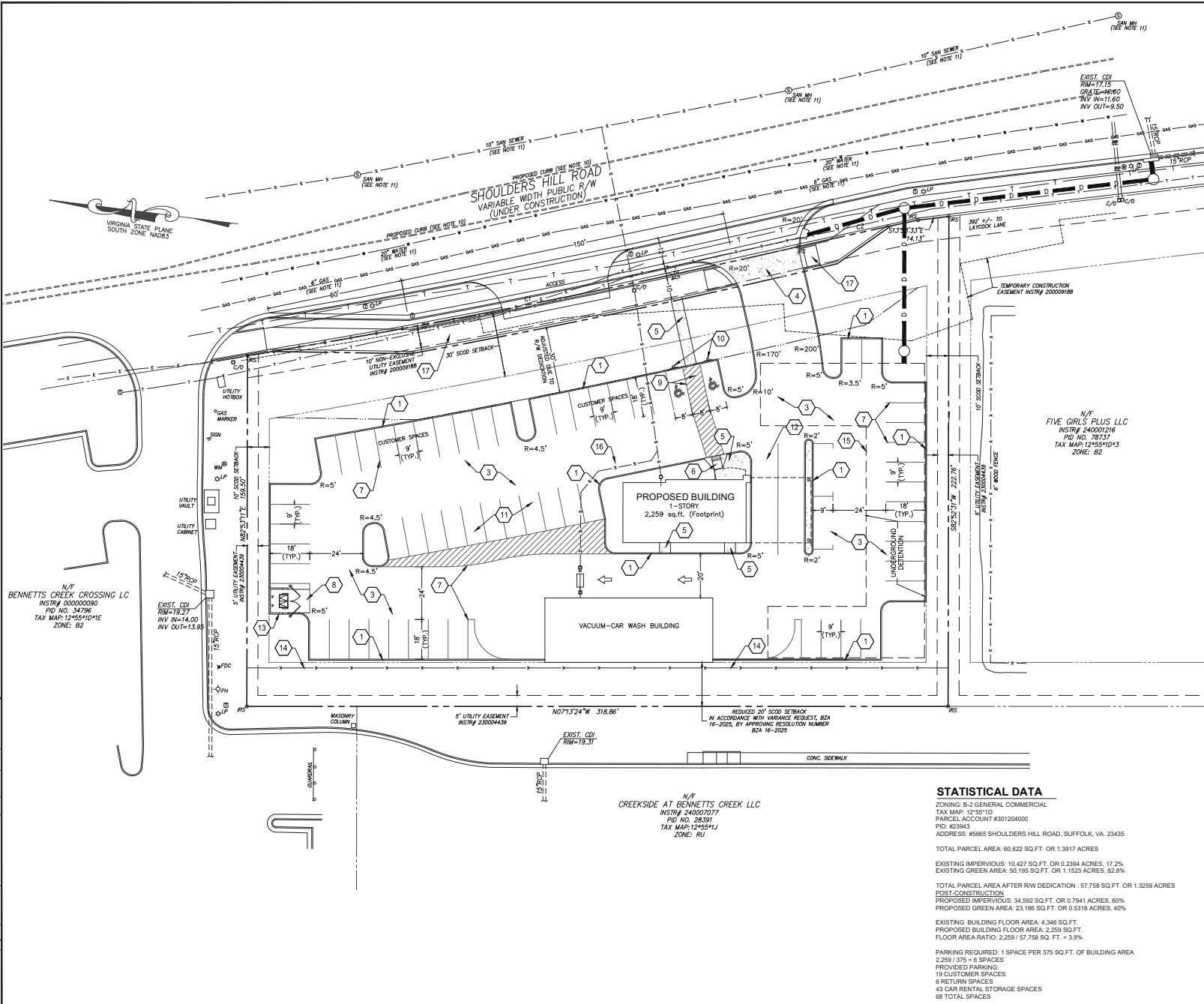
EXHIBIT B



Author: KOSSAI
Date: 09-09-2025

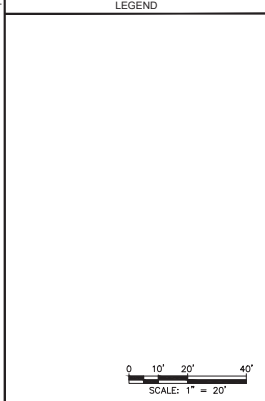


PLOT DATE: 2/24/2026 3:26:19 PM; BY: MICHAEL BARNES
 FILE PATH: S:\projects\2025\CUP2025-013\Drawings\CAD\Sheet\CLASS1_SitePlan_CSD101.dwg



- NOTES**
- DIMENSIONS SHOWN ARE TO FACE OF CURB OR FACE OF BUILDING (WHERE APPLICABLE)
 - THE SUBJECT PARCEL IS LOCATED WITHIN THE CHESAPEAKE BAY PRESERVATION AREA (CBPA) OVERLAY DISTRICT AND IS DESIGNATED AS A RESOURCE MANAGEMENT AREA (RMA)
 - THE SUBJECT PARCEL IS LOCATED WITHIN THE SPECIAL CORRIDOR OVERLAY DISTRICT (SCOD) AND IS SUBJECT TO THE REQUIREMENTS OF 31-412 OF THE UNIFIED DEVELOPMENT ORDINANCE.

- KEYNOTES**
- STD. MEDIAN CURB (CL_03)
 - 30" CURB & GUTTER (CL_02)
 - ASPHALT PAVEMENT
 - COMMERCIAL CONCRETE ENTRANCE
 - CONCRETE SIDEWALK
 - VDOT CG-12 ADA RAMP W/ CITY STD. DETECTABLE WARNING SURFACE
 - PAVEMENT STRIPING (4" WHITE)(TYP.)
 - CONCRETE DUMPSTER PAD
 - HANDICAP PAVEMENT STRIPING
 - HANDICAP PARKING SIGN ON POLE
 - RENTAL READY SPACES
 - RENTAL RETURN SPACES
 - DUMPSTER ENCLOSURE
 - 6" WHITE VINYL FENCE
 - UNDERGROUND DETENTION SYSTEM
 - OIL/WATER SEPARATOR
 - MULTI-TRAIL REPLACEMENT WITH ADA HANDICAP RAMPS



NO.	DATE	REVISION	DESCRIPTION

ATCS
 CLIENT - EMPLOYEE COMPANY - COMMUNITY
 1111 NEWPORT NEWS, VIRGINIA 23601
 (757)564-2978 - WWW.ATCSVA.COM

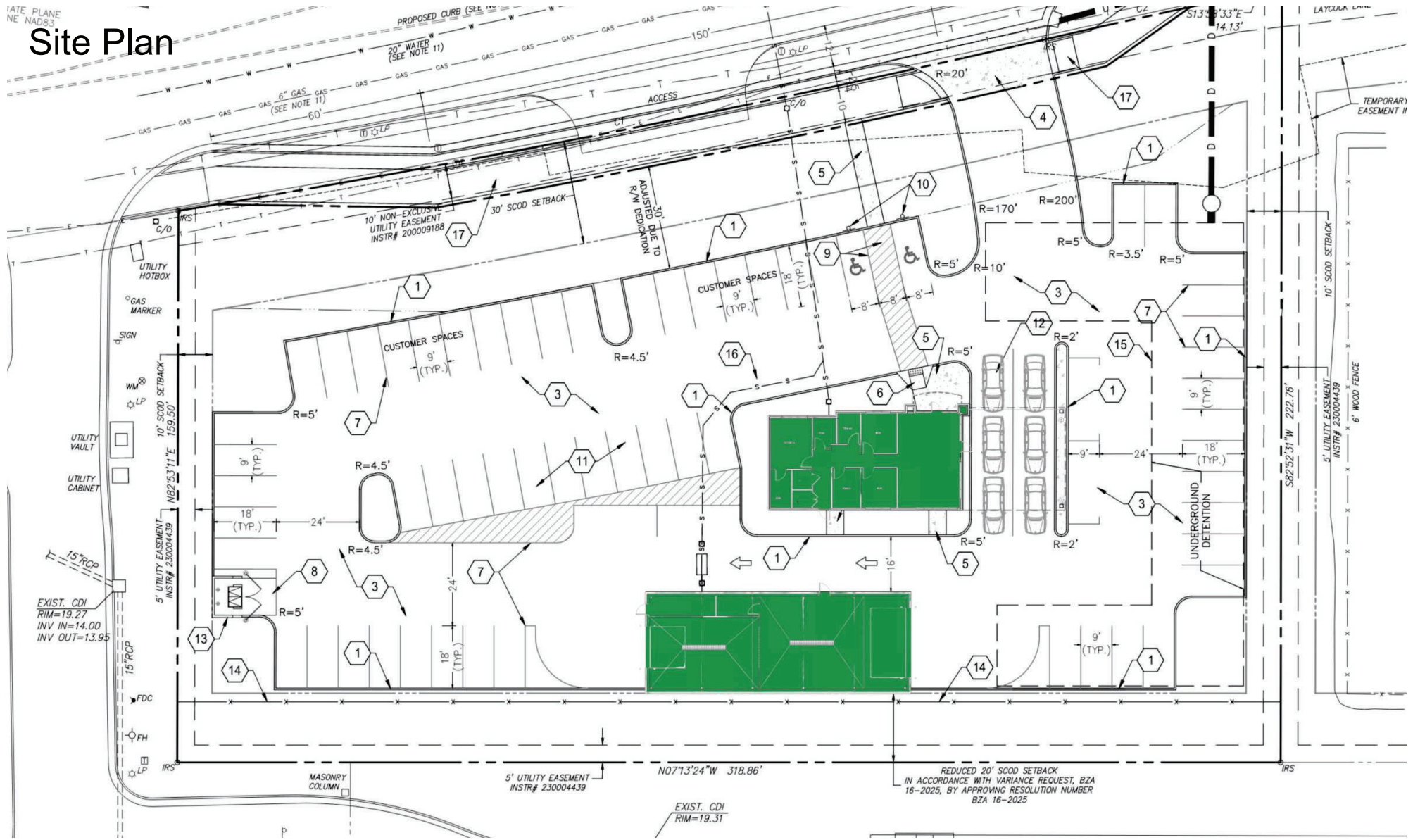
CLASS I SITE PLAN
SITE LAYOUT PLAN
ENTERPRISE RENTAL

LOCATION
 SHOULDERS HILL ROAD
 SUFFOLK, VA 23434

AUTHOR: HAJ
 CHECK: RAB
 PROJ.#: 0033387
 DATE: 2/27/2026

SHEET
CS101
 1 2

Site Plan



Front View | Main Building

Exhibit E



CUP2025-013

Landscaping shown in renderings is for illustrative purposes only. Refer to the Landscape Plan for final design intent and scope.

Front View | Main Building



Exhibit E

CUP2025-013

Landscaping shown in renderings is for illustrative purposes only. Refer to the Landscape Plan for final design intent and scope.

Rear View | Main Building



Landscaping shown in renderings is for illustrative purposes only. Refer to the Landscape Plan for final design intent and scope.

Rear View | Main Building

Exhibit E



CUP2025-013

Landscaping shown in renderings is for illustrative purposes only. Refer to the Landscape Plan for final design intent and scope.

Rear View | Vacuum & Car Wash Building

Exhibit E



CUP2025-013

Landscaping shown in renderings is for illustrative purposes only. Refer to the Landscape Plan for final design intent and scope.

Front View | Vacuum & Car Wash Building



Landscaping shown in renderings is for illustrative purposes only. Refer to the Landscape Plan for final design intent and scope.

Exterior Elevations | Main Building

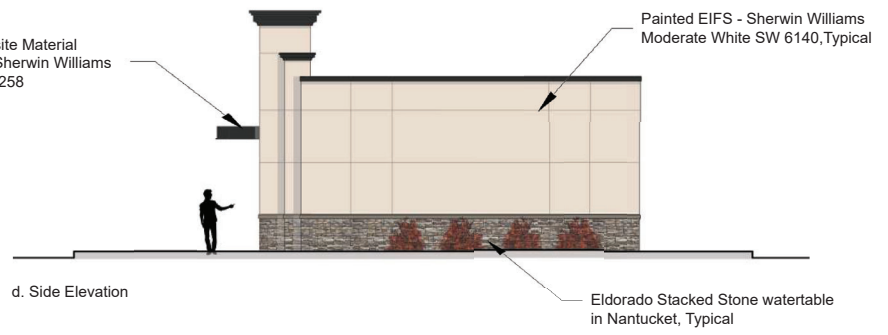
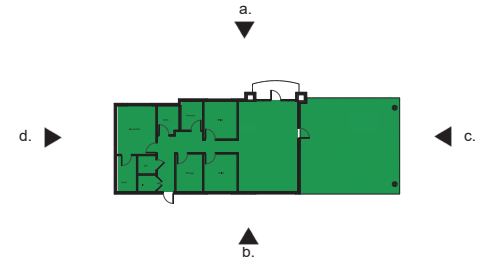
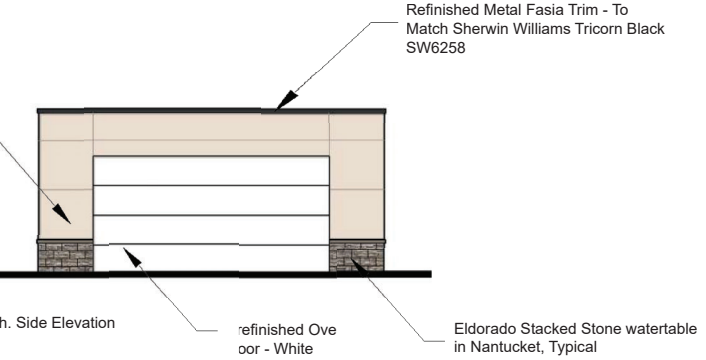
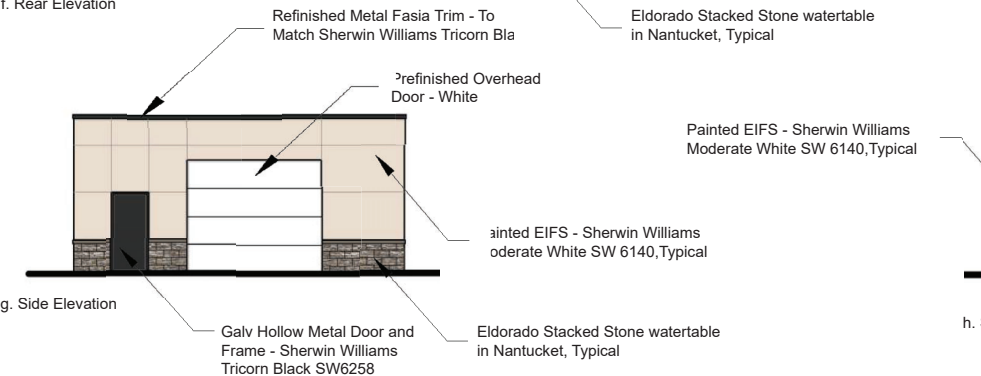
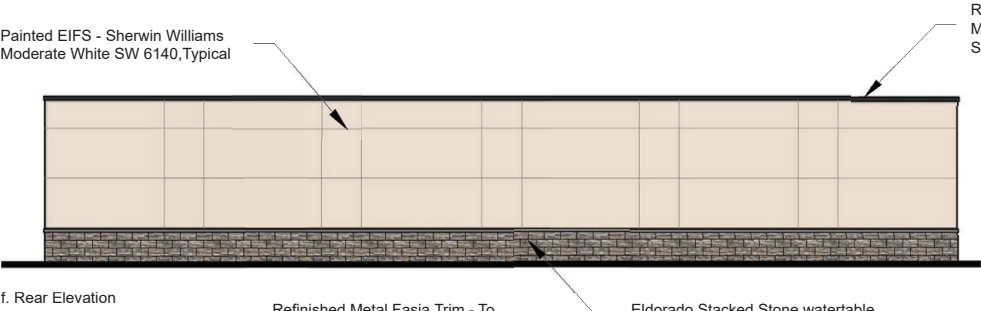
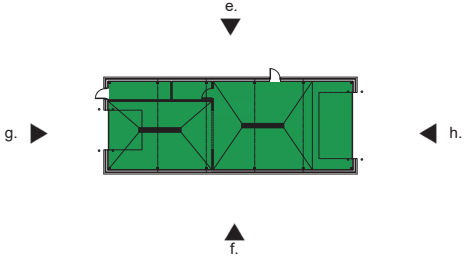
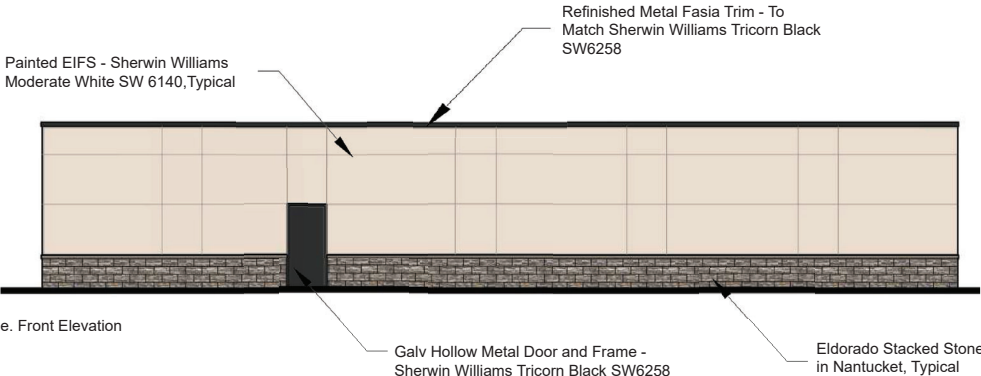


Exhibit E

CUP2025-013

Exterior Elevations | Vacuum & Car Wash Building





CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Conditional Use Permit Request CUP2026-003, submitted by James K. Jolley, applicant, on behalf of Brickcraft Masonry, Inc., property owner, in accordance with Section(s) 31-306 and 31-406 of the Unified Development Ordinance, to grant the Conditional Use Permit to establish a probation and parole office on property located on Dill Road, Zoning Map 34, Parcel 88*7. The affected area is further identified as being located in the Whaleyville Voting Borough, zoned M2, Heavy Industrial Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Employment Center Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Matthew Madariaga, the staff planner handling this case, if you have any questions in advance of the meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT REQUEST: Conditional Use Permit request, CUP2026-003, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to establish a probation and parole office.

APPLICANT: Submitted by James K. Jolley, applicant, on behalf of Brickcraft Masonry Inc, property owner.

LOCATION: The subject properties are located on Dill Road at Zoning Map 34, Parcel 88*7.

PRESENT ZONING: The subject property (T.M. 34*88*7) is zoned M-2, Heavy Industrial zoning district.

EXISTING LAND USE: The subject property totals 2.44 acres and consists primarily of vacant land.

PROPOSED LAND USE: The applicant proposes to establish a probation and parole office.

SURROUNDING LAND USES:

- North: Undeveloped land containing VEPCO electrical transmission lines zoned M-2, Heavy Industrial zoning district, with single-family attached and detached homes beyond zoned RC, Residential Compact, and RM, Residential Medium Density zoning district.
- South: Dill Road, with undeveloped land beyond zoned M-2, Heavy Industrial zoning district.
- East: The intersection of Dill Road and County Street, with undeveloped wooded land and an electric substation beyond zoned M-2, Heavy Industrial zoning district, and single-family homes zoned RM, Residential Medium Density zoning district.
- West: Undeveloped wooded land, apartments, and industrial storage yards zoned M-2, Heavy Industrial zoning district.

COMPREHENSIVE PLAN: The City's 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Employment Center Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District (CBPA) and is designated as a Resource Management Area (RMA) and an Intensely Developed Area (IDA).

FLOOD PLAIN: The property falls within Flood Zone X (areas of minimal risk) as shown on Flood Insurance Rate Map (FIRM) Panel 5101560230E of the City of Suffolk, Virginia 2015 Flood Map.

CASE HISTORY: A Notice of Violation concerning storage of tractor trailers was sent to the property owner on August 5, 2024 as detailed in GZC2024-00280.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. Notice to the applicant containing a

copy of the staff report was also sent April 17, 2026.

STAFF ANALYSIS

ISSUE

The applicant is requesting to establish a probation and parole office on a roughly 2.44-acre property located on Dill Road. The probation and parole office is proposed to be staffed by approximately 40 Commonwealth of Virginia employees with office hours of 8:15am to 5:00pm. The applicant has stated that the proposed building will be 11,210 square feet in size and the site will be developed with paved parking areas, stormwater management facilities, internal sidewalks and landscaping. The frontage of the property along Dill Road will be improved with streetscaping, a sidewalk, curb and gutter, and a closed drainage system. In support of this request, the applicant has submitted a conceptual layout, wetlands delineation, and building elevations (attached).

CONSIDERATIONS AND CONCLUSIONS

1. Section 31-406 of the Unified Development Ordinance (UDO) requires that a Conditional Use Permit be obtained for probation and parole offices within the M-2, Heavy Industrial Zoning District.
2. While the subject property is zoned M-2, Heavy Industrial and an office is generally not seen as heavy industry, the 2045 Comprehensive Plan designates this area as part of the Employment Center Land Use Type, which encourages a variety of commercial and industrial uses such as a probation and parole office. Although all directly abutting properties are zoned M-2 and are largely undeveloped, uses in the immediate vicinity of the property vary between commercial and residential. Given probation/parole offices function at essentially the same intensity as regular government offices, the proposed use is appropriate to be located in proximity to existing residential development; note, the proposed probation and parole office is not expected to be as impactful to neighboring properties as other industrial uses that would be permitted by-right on the property.
3. An Environmental Site Assessment was provided in support of this request. One Recognized Environmental Condition in the form of 27 fifty-five-gallon drums labeled to contain a polymer chemical were discovered on site. The barrels were largely undamaged with no immediate signs of leaking, and if approved, appropriate land disturbance measures must be taken to prevent any leakage or mitigate contaminated soil. The Department of Public Works' Engineering Division reviewed this request and expressed no concerns.
4. A Traffic Impact Analysis (TIA) was submitted with this request, which is discussed in further detail below. The Department of Public Works' Traffic Engineering Division reviewed the TIA, concurred with its findings, and have not expressed any concerns.
5. The subject property is served by both public water and sewer. The applicant has provided a Public Facilities Report detailing proposed water and sanitary sewer needs for the development, and the Department of Public Utilities has found there is adequate public water service and sanitary sewer capacity for the proposed connections serving the site.

6. The subject property is located within the Chesapeake Bay Preservation Overlay District (CBPA) and is designated as an Intensely Developed Area (IDA). An IDA is an urban high-density predeveloped area where the water quality benefits of the historic Resource Protection Area buffer has been reduced. However, the applicant produced a Water Quality Impact Assessment for this request, detailing how proposed stormwater facilities will provide runoff treatment. The Department of Public Works has reviewed the report and has expressed no concerns.
7. Pursuant to Section 31-306 of the Unified Development Ordinance (UDO), a Conditional Use Permit (CUP) provides a means of authorizing certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a Conditional Use Permit by City Council when the right set of circumstances and conditions are found acceptable.

Conditional Use Permit Approval Criteria, Section 31-306(c): As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council and only if the applicant demonstrates that:

- a) *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

A probation and parole office is listed as a conditional use in the M-2, Heavy Industrial zoning district. Staff has reviewed all materials submitted by the applicant and found them acceptable to move forward with the Conditional Use Permit Application. The proposed concept plan generally conforms with the requirements of the UDO, and, if approved, the applicant will have to submit a full site plan that meets all requirements of the UDO prior to construction.

- b) *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.*

The subject property is surrounded by properties zoned M-2, Heavy Industrial zoning district and is expected to be no more injurious to neighboring properties than other commercial or industrial uses permitted by-right in the district. The building elevations and conceptual layout submitted by the applicant show significant streetscape and landscaping improvements that are expected to enhance the area.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

The applicant has proposed a single full- access driveway entrance to the site on Dill Road. The applicant has provided a TIA, which details the vehicle trips generated by the proposed use; the report derives its trip calculations utilizing the ITE (Institute of Traffic Engineers) Trip Generation manual (12th edition) figures for the “General Office Building” use code, which the proposed parole office would fall under. A 11,500 square foot building would generate 140 average daily vehicle trips, with 33 trips in the AM peak hour and 43 trips in the PM peak hour. Dill Road carries about 4,200 trips per day and is classified as a Major Collector. Given this, the TIA notes that upon full build out, the proposed development would generate limited traffic impacts on adjacent roadways, with all nearby intersections projected to operate at acceptable levels of services, no off-site improvement or turn lanes were warranted. Given the industrial character of the area and prevalence of semi-trucks, the proposed use will be less intense from a traffic standpoint than other existing and potential industrial uses in the area.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

The proposed use is not expected to generate any vibration, noise, odor, dust, smoke, or gas, as it is an office use with no outdoor operations and operating hours between 8:15am and 5:00pm.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The proposed use is not expected to be any more injurious to the use or enjoyment of surrounding properties than uses permitted as a matter of right in the M-2, Heavy Industrial zoning district. The proposed use is markedly less intense than other permitted industrial uses and will not serve to negatively affect the character of the neighborhood.

- f) *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

This area is currently developed with a mix of residential and commercial uses. The proposed use is not expected to impede the orderly development of surrounding properties as it is not expected to have major impacts on surrounding properties and is less intensive than other uses allowed in the M-2 zoning district by-right. In fact, given the development will include streetscape improvements, it is likely that the use will contribute to the improvement and future redevelopment of the Dill Road industrial area.

- g) *The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort or general*

welfare.

The proposed use is not expected to endanger the public health, safety, morals, comfort, or general welfare. The applicant has stated that the probation/parole office will have security and safety measures, including a video surveillance system with coverage of the exterior of the building, its parking areas and the building interior, in addition to an access control system for the exterior and interior doors, a paging system, a burglar alarm system, a fire alarm system, and a fire suppression system.

h) The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.

The public interest and welfare are unlikely to be negatively impacted by the proposed probation and parole office use in this location. The individual interests of adjacent property owners should not be adversely affected by the probation and parole office as it shall be subject to conditions of approval that require adherence to the conceptual layout and the proposed building elevations.

RECOMMENDATION

It is staff's opinion that the site in question is **appropriate** for the proposed use given that the proposed use is less intensive than uses generally permitted there by-right. Therefore, staff recommends the Planning Commission forward Conditional Use Permit Request CUP2026-003 to City Council with a recommendation of **approval**. Should the Conditional Use Permit application be approved, the following conditions are recommended with all Ordinance and Code requirements and to ensure compatibility of the proposed use with the surrounding area:

1. This Conditional Use Permit is granted specifically to establish a probation and parole office on property located on Dill Road at Zoning Map 34, Parcel 88*7; as identified in Exhibit "B".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. The use shall be in substantial conformance with the concept plan titled "Conceptual Layout" prepared by Land Planning Solutions and dated March 16, 2026; as identified in Exhibit "C".
4. The design of the proposed building and the façade materials shall conform with the building elevations titled "Exterior Elevations" prepared by Sampson and Associates Architects, P.C., dated March 5, 2026; as identified in Exhibit "D".
5. The applicant shall obtain all necessary building permits from the Division of Community Development and shall obtain approval of a Site Plan from the Division of Planning for the design of improvements associated with this request prior to the commencement of any land disturbing or construction activities on the property.

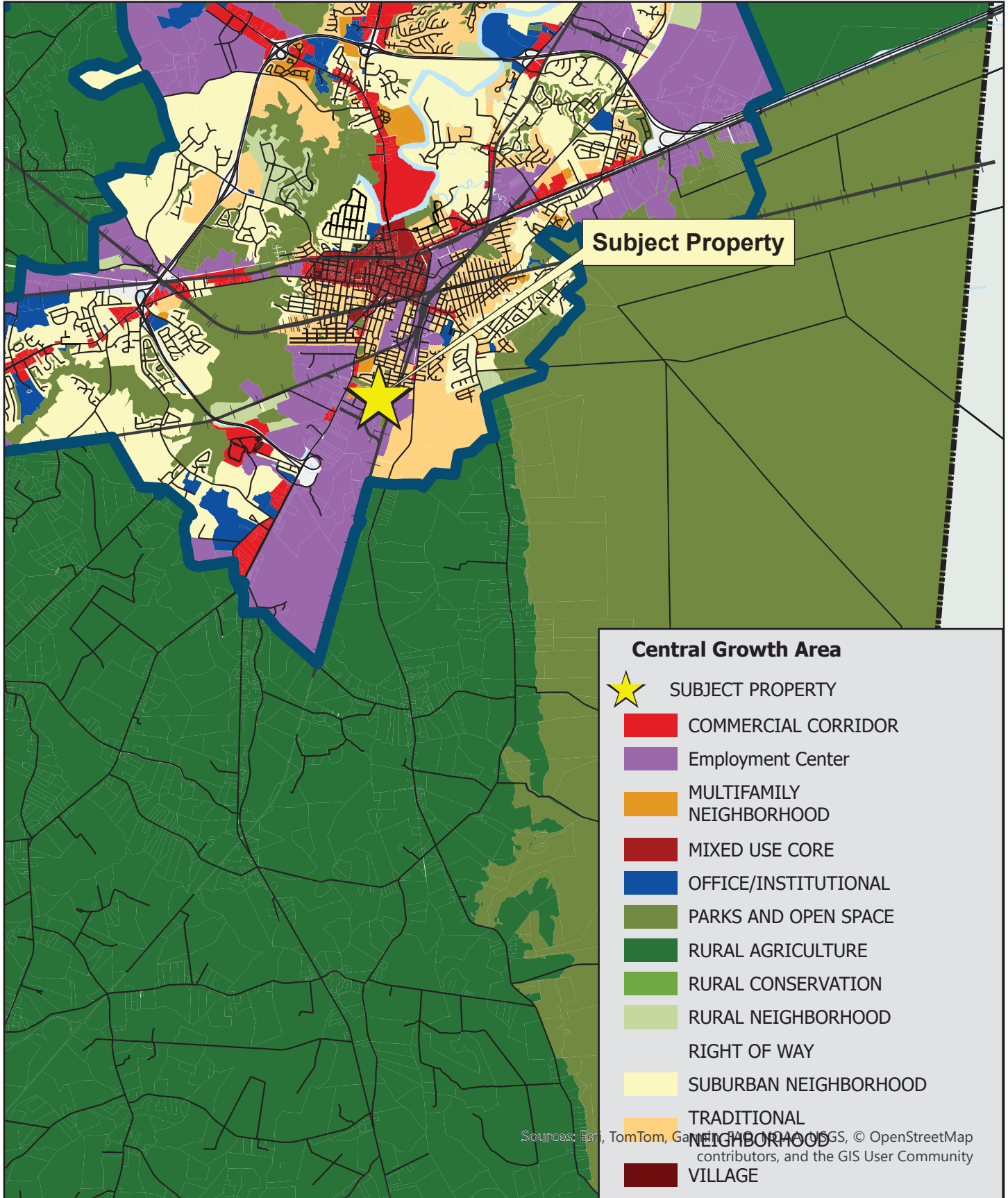
Attachments

- General Location Map
- Zoning / Land Use Map
- Application Narrative
- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – Property Map
- Exhibit C – “Conceptual Layout”
- Exhibit D – “Exterior Elevations”



GENERAL LOCATION MAP

CUP2026-00003



Author: KOSSAI
Date: 01-30-2026

0 0.75 1.5 3 4.5 6 Miles





ZONING / LAND USE MAP CUP2026-00003

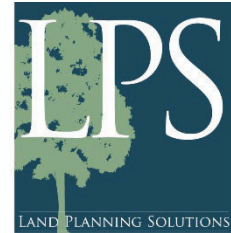


Author: KOSSAI
Date: 01-30-2026



Image: Suffolk Pictometry 2024





5857 Harbour View Boulevard, Suite 202
Suffolk, Virginia 23435
O. 757.935.9014 F. 757.935.9015
www.landplanningsolutions.com

Dill Rd. Probation & Parole Office – Conditional Use Permit Application Narrative (ACS007)

Suffolk DOC, LLC proposes to construct a new office building for use as a Virginia Department of Corrections (DOC) Probation and Parole Office (P&P Office) on property located at the northwest corner of Dill Road and Old Dill Road about 1 mile south of downtown. The subject parcel, Tax Map 34*88*7, Account #103451100, is +/- 2.4 acres in size and currently zoned M-2, Heavy Industrial. A P&P Office is allowed in the M-2 district only through the approval of a Conditional Use Permit.

This site is suitable for a general office building to be used as a P&P Office, as it is adjacent to other M-2 vacant parcels to the north, south, east and west. A P&P Office is compatible with other businesses located at the southern end of Dill Road, including a transportation company and cold storage facility. The 2045 Comprehensive Plan designates this area as an employment center.

The proposed building is +/- 11,210 SF in size and the site will be developed with paved parking areas, stormwater management, sidewalks and landscaping. The frontage of the property will be improved with attractive streetscaping, sidewalks, curb and gutter and closed drainage.

The P&P Office will be staffed with approximately 40 employees of the Commonwealth of Virginia. Office hours are 8:15 AM to 5:00 PM. Security and safety measures include a video surveillance system with coverage of the exterior of the building, the parking areas and the building interior, an access control system for the exterior and interior doors, a paging system, a burglar alarm system, a fire alarm system, and a fire suppression system.

ORDINANCE NO. _____

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A PROBATION AND PAROLE OFFICE, ON PROPERTY LOCATED ON DILL ROAD, ZONING MAP 34, PARCEL 88*7, ACCOUNT NUMBER 103451100, CUP2026-003

WHEREAS, James K. Jolley, applicant, on behalf of Brickcraft Masonry, Inc., property owner, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, has requested a conditional use permit to establish a probation and parole office on a certain tract of land situated in the City of Suffolk, Virginia, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 34, Parcel 88*7, and is further depicted on Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Article 1, Section 31-102 and Article 3, Section 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1998 (as amended), with respect to the purposes stated in the Code of Virginia (1950), as amended, Sections 15.2-2200 and 15.2-2283; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Property Map", Exhibit "C", "Conceptual Layout", and Exhibit "D", "Exterior Elevations", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a conditional use permit, as submitted or modified with conditions herein, the expressed purpose of which is to establish a probation and parole office, that is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or

change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of a probation and parole office is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The conditional use permit for the property be, and it is hereby, approved for the property, subject to the following conditions and the general conditions set forth in Section 4 hereof. The conditional use permit specifically permits a probation and parole office , in compliance with Sections 31-306 and 31-406 of the Code of the City of Suffolk.

Conditions

1. This Conditional Use Permit is granted specifically to establish a probation and parole office on property located on Dill Road at Zoning Map 34, Parcel 88*7; as identified in Exhibit "B".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. The use shall be in substantial conformance with the concept plan titled "Conceptual Layout" prepared by Land Planning Solutions and dated March 16, 2026; as identified in Exhibit "C".
4. The design of the proposed building and the façade materials shall conform with the building elevations titled "Exterior Elevations" prepared by Sampson and Associates Architects, P.C., dated March 5, 2026; as identified in Exhibit "D".
5. The applicant shall obtain all necessary building permits from the Division of Community Development and shall obtain approval of a Site Plan from the Division of Planning for the design of improvements associated with this request prior to the commencement of any land disturbing or construction activities on the property.

Section 4. General Conditions.

- (a) The conditional use permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days' written notice to, James K. Jolley, on behalf, Brickcraft Masonry, Inc. or their successors in interest, and a hearing at which such persons shall have the opportunity to be heard.

- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.
- (c) The commencement of the use described in Section 3 of this ordinance shall be deemed acceptance by, James K. Jolley, on behalf, Brickcraft Masonry, Inc., or any party undertaking or maintaining such use, of the conditions to which the conditional use permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The conditional use authorized by this permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____
Erika Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO CONDITIONAL USE PERMIT
CUP2026-003**

**TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A PROBATION AND
PAROLE OFFICE USE ON PROPERTY LOCATED ON DILL ROAD, ZONING MAP
34, PARCEL 88*7, ACCOUNT NUMBER 103451100**

WHEREAS, James K. Jolley applicant, on behalf of, Brickcraft Masonry, Inc. property owner, has requested a Conditional Use Permit to establish a probation and parole office use located on Dill Road, which land is designated on the Zoning Map of the City of Suffolk, Virginia as Zoning Map 34, Parcel 88*7 and is more particularly depicted in Exhibit "B"; and,

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a Conditional Use Permit, as submitted or modified herein:

- _____ a) Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ b) Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ c) Will be no more injurious to property or improvements in the neighborhood, or
- _____ d) Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, CUP2026-003 be:

- _____ a) Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- _____ b) Denied, and that Council not adopt the proposed Ordinance.
- _____ c) Granted with the modifications set forth on the attached listing of specific recommendations and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: _____

TESTE: _____

CONDITIONAL USE PERMIT

CUP2026-003

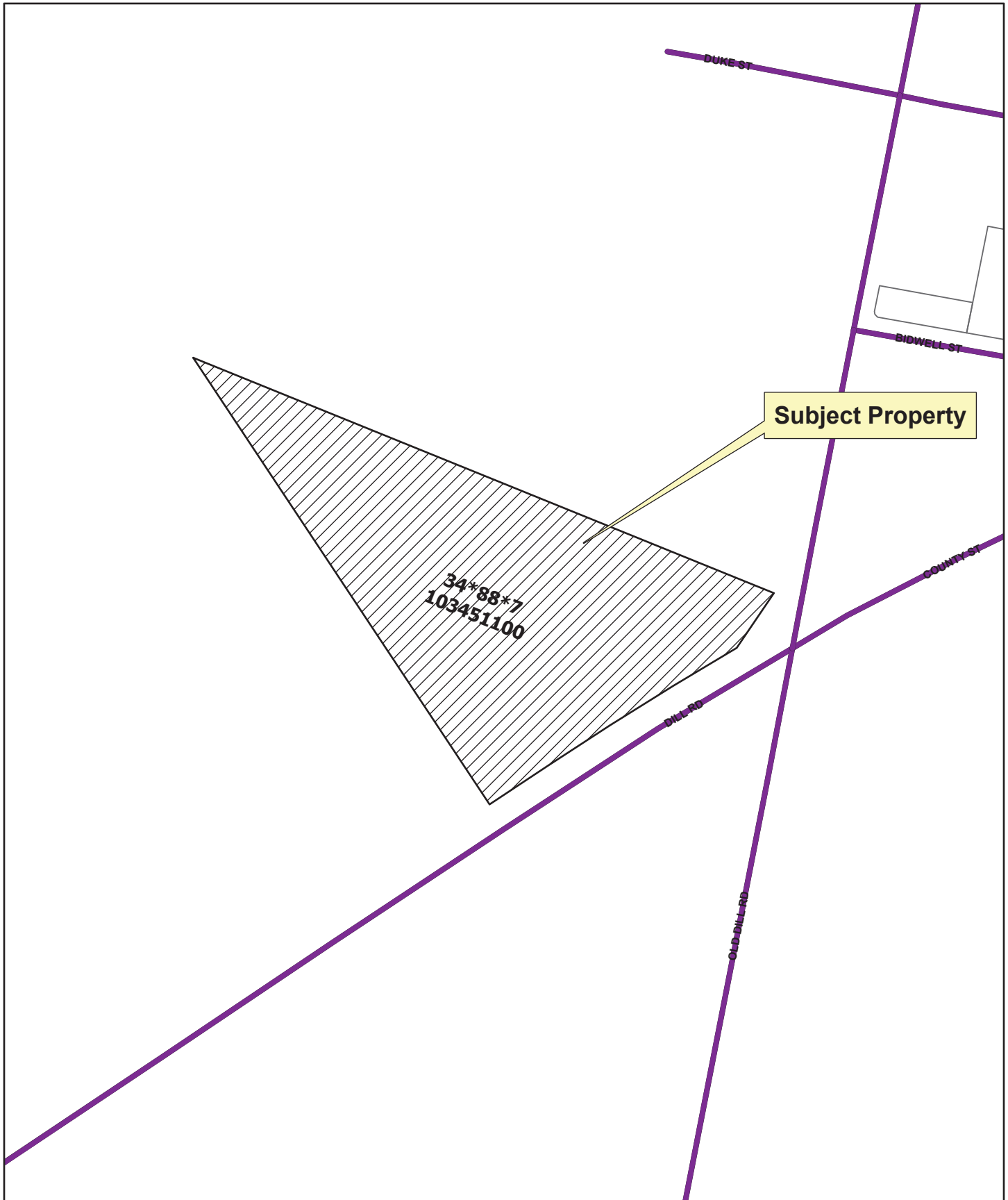
CONDITIONS

1. This Conditional Use Permit is granted specifically to establish a probation and parole office on property located on Dill Road at Zoning Map 34, Parcel 88*7; as identified in Exhibit “B”.
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. The use shall be in substantial conformance with the concept plan titled “Conceptual Layout” prepared by Land Planning Solutions and dated March 16, 2026; as identified in Exhibit “C”.
4. The design of the proposed building and the façade materials shall conform with the building elevations titled “Exterior Elevations” prepared by Sampson and Associates Architects, P.C., dated March 5, 2026; as identified in Exhibit “D”.
5. The applicant shall obtain all necessary building permits from the Division of Community Development and shall obtain approval of a Site Plan from the Division of Planning for the design of improvements associated with this request prior to the commencement of any land disturbing or construction activities on the property.



PROPERTY MAP CUP2026-00003

EXHIBIT B



Author: KOSSAI
Date: 01-30-2026



Dill Rd. Probation Office Conceptual Layout

Suffolk, Virginia
January 12, 2026, revised March 16, 2026

SITE DATA:

Tax Map Number: 34*88*7
Account Number: 103451100
Current Zoning: M-2
Overlay District: None
Total Site Area: +/-2.44 a.c.

Proposed Zoning: Retain M-2 & obtain Conditional Use Permit

M-2 Development Criteria:

Max. Impervious Cover: 90% or 2.2 a.c.; +/-1.2 proposed
Front Setback: 30'
Side Setback: 25' when not adjacent to residential
Side Setback: 25' when not adjacent to residential
Max. Building Height: 65'

Parking:

Classification "office": 1 space/250 SF min. or 45 spaces
& 1 space/125 SF max. or 90 spaces
Proposed Parking: 63 spaces

Landscape Standards:

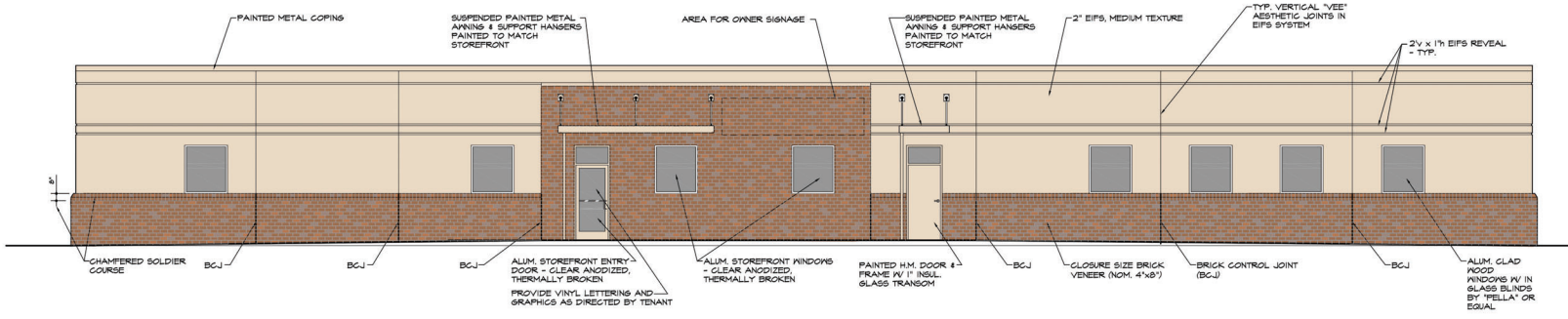
10% site tree canopy
10' wide streetscape area along Dill Rd. (1 tree/50 LF and single row of shrubs)
1 tree per 10 parking spaces



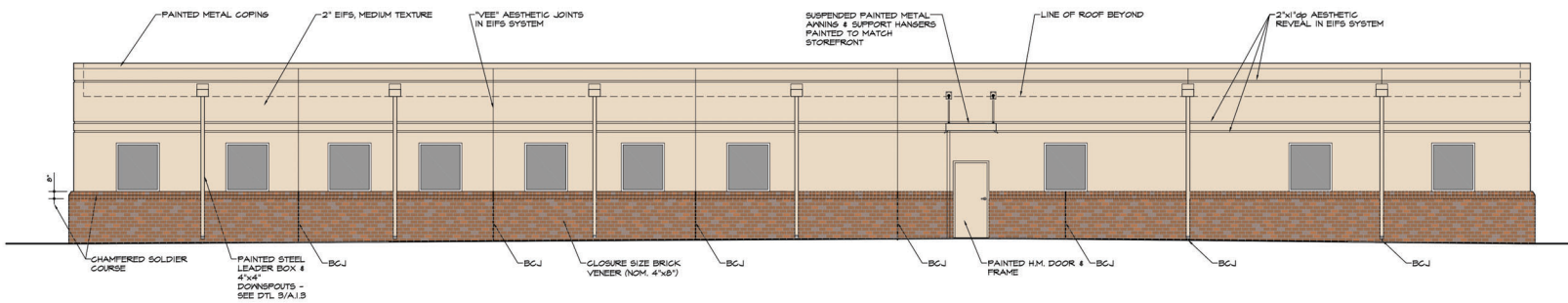
LPS LAND PLANNING SOLUTIONS
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SUITEFOLK VA. 23455-2657
O 757.935.9014 F 757.935.9015
www.landplanningsolutions.com

O:\Projects\ACS\ACS007 - Dill Parole\Cadd\Prelim\ACS007 - Prelim 04.dwg, Plotted By: Amy, Plotted: Mar 16, 2026 - 9:09pm

*This conceptual layout was prepared using city GIS data for property boundaries. Updated survey may affect layout.



PROPOSED FRONT ELEVATION (DILL ROAD)
3/16\"/>



PROPOSED REAR ELEVATION (TOWARDS REAR PARKING LOT)
3/16\"/>

PROGRESS
PRINT
NOT FOR
CONSTRUCTION

EXTERIOR
ELEVATIONS

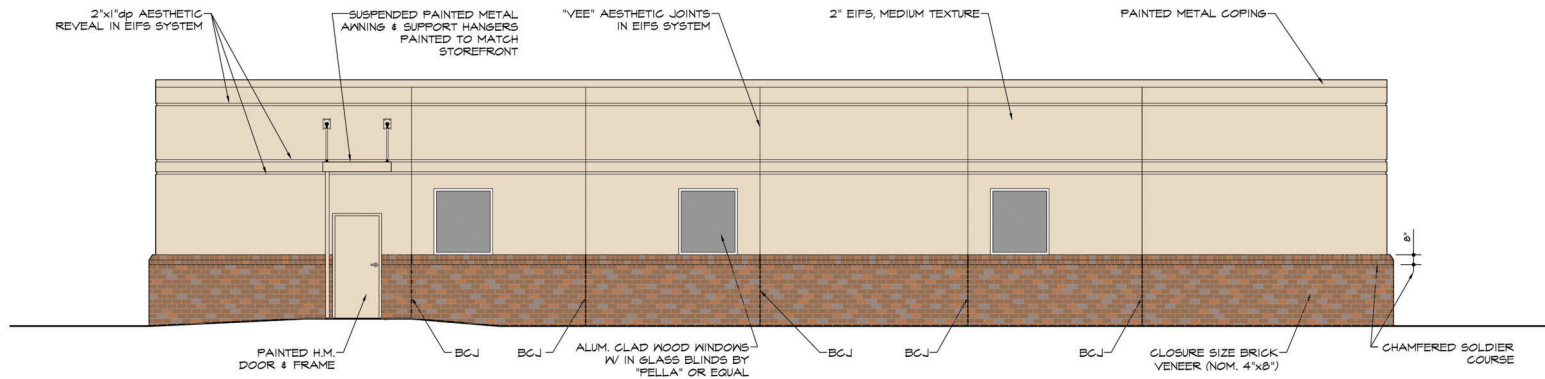
VIRGINIA
DEPARTMENT
OF
CORRECTIONS
PROBATION
& PAROLE
OFFICE
BUILDING
SUFFOLK
VIRGINIA

COMM. NO. 2503

DESIGNED BY: DLS
DRAWN BY: DLS

EXTERIOR FINISH SCHEDULE									
MARK	FINISH	MANUF'R	DESCRIPTION	COLOR	MARK	FINISH	MANUF'R	DESCRIPTION	COLOR
EP-1	EXTERIOR PAINT	BENJAMIN MOORE	EXTERIOR LATEX	MATCH EIFS-1	BV-2	SMOOTH	TAYLOR BRICK	UTILITY SIZE BRICK VENEER	BO1 BUFF
EP-2	EXTERIOR PAINT	BENJAMIN MOORE	EXTERIOR LATEX	MATCH CLEAR ANODIZED ALUM.	SF-1	ANODIZED ALUMINUM	KAWNEER	EXTERIOR ALUMINUM STOREFRONT, TRIPAD 451T, THERMAL, CENTER PLANE GLAZED	CLEAR ANODIZED
EIFS-1	EIFS	STOCOLOR	CEMENTITIOUS THRU-COLOR FINISH COAT	10308 PEARL	WC-1	ALUM. GLAD	PELLA	PELLA DESIGNER SERIES ALUM. GLAD WOOD WINDOW	MORNING SKY GRAY
BV-1	WIRECUT	TAYLOR BRICK	CLOSURE SIZE BRICK VENEER	B13 PINK					

A.2.1



LEFT SIDE ELEVATION (WEST SIDE)
1/4"=1'-0"

PROGRESS
PRINT
NOT FOR
CONSTRUCTION

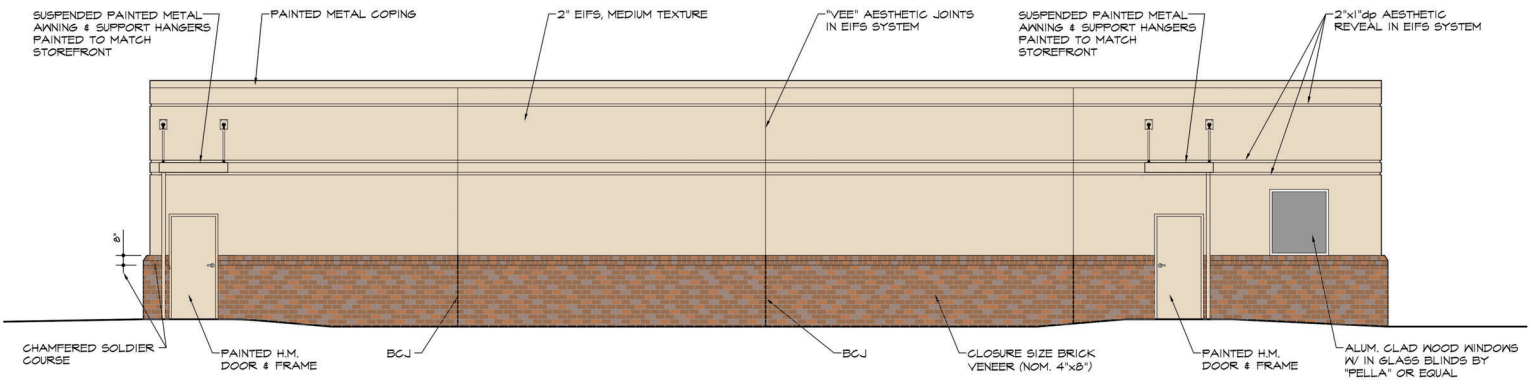
**EXTERIOR
ELEVATIONS**

VIRGINIA
DEPARTMENT
OF
CORRECTIONS
PROBATION
& PAROLE
OFFICE
BUILDING
SUFFOLK
VIRGINIA

COMM. NO. 2503

DESIGNED BY: DLS
DRAWN BY: DLS

A.2.2



RIGHT SIDE ELEVATION (EAST SIDE)
1/4"=1'-0"



CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Conditional Use Permit Request CUP2026-005, submitted by Hassan Rabbani, Edifice Holdings, LLC, applicant and property owner, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to grant a Conditional Use Permit to establish a rental service other than passenger vehicles (outdoor display/storage) use on property located at 2864 Pruden Boulevard, Zoning Map 25, Parcel 38H. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned B-2, General Commercial Zoning District and SCOD, Special Corridor Overlay District. The 2045 Comprehensive Plan designates this area within the Central Growth Area, Commercial Corridor Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Caitlin Aubut, the staff planner handling this case, if you have any questions in advance of the meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT REQUEST: Conditional Use Permit request, CUP2026-005, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to establish a rental service other than passenger vehicles (outdoor display/storage) use – specifically, the rental of U-Haul trucks.

APPLICANT: Hassan Rabbani, Edifice Holdings LLC, applicant and property owner.

LOCATION: The subject property is located at 2864 Pruden Boulevard, Zoning Map 25, Parcel 38H.

PRESENT ZONING: The subject property (T.M. 25*38H) is zoned B-2, General Commercial and SCOD, Special Corridor Overlay District.

EXISTING LAND USE: T.M. 25*38H is a 4.8-acre parcel with approximately 203.8’ of frontage directly along Pruden Boulevard. The property is developed with a motel containing lodging rooms and a cigar lounge/restaurant, an outdoor pool, a parking lot and a single commercial driveway entrance.

PROPOSED LAND USE: The applicant proposes to display a maximum of ten (10) U-Haul trucks on the parking lot in front of the motel for the purpose of offering said U-Haul trucks for rent. Customers would pick up and drop off rented trucks on-site.

SURROUNDING LAND USES:

- North: Undeveloped land platted as part of the Virginia Regional Commerce Park zoned M-1, Light Industrial zoning district.
- South: Pruden Boulevard, with electric transmission lines and commercial property containing a vacant retail building beyond, zoned B-2, General Commercial zoning district.
- East: Undeveloped land zoned B-2, General Commercial zoning district, and the Route 58 bypass/Pruden Boulevard interchange.
- West: Huddle House restaurant, BP gasoline and diesel fueling stations, and semi-truck parking, zoned B-2, General Commercial zoning district.

COMPREHENSIVE PLAN: The City’s 2045 Comprehensive Plan designates this area as within the Central Growth Area, Commercial Corridor Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The subject parcel is located within of the City’s Chesapeake Bay Preservation Area Overlay District (CBPA) and is designated as a Resource Management Area.

FLOOD PLAIN: The subject parcel is within Flood Zone X (areas of minimal risk) as shown on Flood Insurance Rate Map (FIRM) Panel No. 510160215D of the City of Suffolk, Virginia 2011 Flood Map.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the

applicable provisions of the Unified Development Ordinance. Notice to the applicant, containing a copy of the staff report, was also sent April 17, 2026.

CASE HISTORY: On January 5, 2026, the Zoning Office issued a Notice of Violation to the property owner for displaying and offering U-Haul trucks for rent on the property without an approved Conditional Use Permit. The applicant then submitted an application for a Conditional Use Permit on January 15, 2026. As of February 9, 2026, the U-Haul trucks have been removed from the property while the applicant pursues approval of a Conditional Use Permit.

STAFF ANALYSIS

ISSUE

The subject property is developed with an operating motel. The applicant proposes to display 10 U-Haul trucks, offered for rent, in the parking lot near the front of the property. Customers will conduct rental transactions at the front reception counter within the motel, and U-Haul trucks will be dropped off and picked up by customers on the property. The applicant has submitted a narrative and sketch plan in support of this request.

CONSIDERATIONS AND CONCLUSIONS

1. Sections 31-306 and 31-406 of the Unified Development Ordinance (UDO) require a Conditional Use Permit (CUP) to be obtained for any rental service for vehicles (other than passenger vehicles) which are displayed and/or stored outdoors. The applicant's proposed U-Haul truck rental business on the subject property is categorized as such and thus requires a CUP to be approved by City Council prior to operation.
2. The applicant's narrative states they will utilize a portion of the existing parking lot to display U-Haul trucks that will be offered for rent. The applicant graphically depicts 10 parking spaces at the front and side of the motel parking lot on their concept plan (Exhibit C) where trucks will be parked. Each parking space is 17 to 18 feet in length, with two-way 24-foot wide drive aisles circulating the parking lot. A condition of approval is proposed to limit rental trucks to 20 feet in length to ensure the drive-aisle remains accessible for customers and emergency vehicles. Furthermore, the applicant notes in their attached narrative that rental customer transactions will occur at the front reception desk within the motel, and customers will only pick up and drop off U-Hauls on the property. No servicing or repair of trucks on-site is proposed by the applicant, and a condition of approval is proposed to enforce this.
3. An Environmental Site Assessment (ESA) was waived for this CUP request, as there is no proposed land disturbance associated with this request. The Department of Public Works has reviewed the application materials and expressed no concerns at the time of this report.
4. A Major Water Quality Impact Assessment was waived for this request. While the property is within the Chesapeake Bay Preservation Area overlay, since the applicant is proposing no land disturbance as part of this request, the Department of Public Works has expressed no concerns at the time of this report.

5. A traffic study was waived for this application, with the applicant instead providing a statement regarding potential vehicle trips resulting from the U-Haul rental business, which is detailed in the latter half of this report. The Department of Public Works' Traffic Engineering Division has reviewed this request and the trip generation calculations and has expressed no concerns, given the limited volume of customer traffic proposed.
6. The subject property is served by both public water and sanitary sewer. The applicant is not proposing any new plumbing fixtures as part of this request nor requires any new connection to services, and thus no increased public water or sewer demand resulting from the establishment of the proposed business is anticipated. The Department of Public Utilities has reviewed this request and expressed no concerns.
7. Pursuant to Section 31-306 of the UDO, a Conditional Use Permit (CUP) provides a means of authorizing certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a CUP by City Council when the right set of circumstances and conditions are found acceptable. Section 31-306(c) specifically establishes eight criteria that should be satisfied for approval. The proposed U-Haul rental business meets these requirements as follows:

- a) *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

The applicant's proposed U-Haul truck rental business is classified as "rental services (other than passenger vehicles), outdoor display/storage" within the UDO and is a listed conditional use in the B-2 zoning district. There are no specific supplemental use regulations for truck rental businesses outlined in the UDO, however, the conceptual plan and narrative were reviewed as to their compliance with other relevant regulations within the UDO. Given that the site is developed with an operating motel and proposed cigar lounge/restaurant, parking on site was examined to ensure adequate minimum spaces were available for both the existing and proposed uses combined. Section 31-606 of the UDO requires 0.8 parking spaces per hotel room, and 1 parking space per 800 square feet of floor area for any restaurant/meeting area located in conjunction with a hotel. 87 parking spaces are currently required based on the number of motel rooms (99) and floor area of the proposed cigar lounge/restaurant (5,200 square feet, per the applicant). Given the applicant's sketch plan depicts 182 total parking spaces, there appears to be adequate excess parking spaces to accommodate 10 U-Hauls to be parked for display in the parking lot. Staff also conducted a site visit to verify that the parking spaces are currently striped and visible. To ensure the continued provision of minimum parking spaces for the motel and proposed lounge/restaurant uses in the future, staff has proposed a condition of approval limiting the number of rental trucks that can be displayed at any time to 10 trucks. Additionally, vehicles displayed for rent cannot be parked on grass, gravel, or landscaped portions of the property. The applicant's proposal to park the trucks in paved parking spaces meets this requirement, and a condition is proposed to enforce this standard.

- b) *The proposed conditional use shall conform to the character of the neighborhood*

within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

The 2045 Comprehensive Plan designates the subject property within the Central Growth Area, Commercial Corridor Land Use Type. This site is already developed with commercial and hospitality uses, and the addition of a small-scale U-Haul rental operation is generally consistent with the subject property's designation in the Comprehensive Plan and is compatible with the surrounding development intensity along this section of Pruden Boulevard.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

The subject property is served by a commercial entrance onto Pruden Boulevard, located approximately 236 feet west of the westbound deceleration ramp junction from the Route 58 Bypass. The deceleration ramp transitions into a right-turn lane that also serves the subject property entrance, with a convergence point about 410 feet to the west where the turn lane ends. A significant quantity of vehicles accessing the subject site entrance could create conflicts at the merge area, hence any proposed use generating additional traffic warrants further analysis. To this end, the applicant provided a trip generation calculation to estimate additional traffic that would be generated by the proposed U-Haul rental business. Note that the ITE (Institute of Traffic Engineers) Trip Generation manual (11th edition) does not provide figures for trips generated for moving truck rental businesses, so the applicant opted to utilize the rate for "Construction Equipment Rental Store" (Land Use Code 811), since this would likely yield the most equivalent calculation (other uses in the ITE include vehicle sales and recreational vehicle sales, which might produce greater trip generation estimates than what would be comparable for the applicant's U-Haul rental use). As noted in the trip generation calculation within the attached narrative, the proposed use would generate about 2 vehicle trips in the PM peak hour based on the ITE calculations. Given the through-lanes on westbound Pruden Boulevard (past the interchange) carry approximately 24,000 vehicles per day, according to VDOT's 2022 estimates, and the limited scale of the truck rental use further ensured by the proposed conditions of approval, any impact on traffic patterns will be negligible.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

The proposed U-Haul rental business is not expected to negatively impact adjacent properties. The business will be located on a developed parcel along an arterial road and no repair of trucks is proposed on site, and a condition of approval prohibiting the

repair of U-Haul trucks on-site has been proposed.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The proposed U-Haul rental operation is not expected to be injurious to the use and enjoyment of the properties in the immediate vicinity. The scope of the use is limited to the display of 10 trucks in parking spaces near the front of the site and rental customer transactions at the front desk of the motel. Since the Pruden Boulevard corridor in this location is commercial and industrial in nature, the view of the rental trucks from the right-of-way should not degrade the character of the area nor be unsightly, given the proximity of similar auto-related uses and businesses serving tractor-trailer and passenger automobile drivers. This proposed use conforms with expected character and intensity of a commercial zoning district.

- f) *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

The U-Haul rental use is proposed on a developed parcel, which is primarily used for a motel. The U-Haul rental operation has no associated land disturbance or site improvements, and will not impact the commercial or industrial development of the Pruden Boulevard corridor in this area of the city.

- g) *The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*

The proposed use is not expected to be detrimental to public health, safety, morals, comfort or general welfare, as it is a small-scale U-Haul rental operation on a pre-developed site.

- h) *The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*

Based on the prior analysis in this report, this use will have minimal traffic impacts, and its scope will not impact the required parking for the motel and cigar lounge/restaurant also located on the subject property.

RECOMMENDATION

In the opinion of staff, the limited display of 10 U-Haul trucks for rental in available parking spaces on the subject property represents a minimal increase in intensity and is unlikely to produce adverse impacts on the surrounding area. The proposed use is consistent with the commercial character of this section of Pruden Boulevard and appropriate conditions of approval will address truck display and rental operations to ensure the use remains appropriately scaled for the site. Therefore, due to the considerations and conclusions noted in this report, staff recommends the

Planning Commission forward Conditional Use Permit request CUP2026-005 to City Council with a recommendation of **approval**, subject to the following proposed conditions:

1. This Conditional Use Permit shall authorize a rental service other than passenger vehicles (outdoor display/storage) use on property located at 2864 Pruden Boulevard, Zoning Map 25, Parcel 38H; as identified and depicted in Exhibit “B”.
2. The truck rental operation shall be established and operated in substantial conformance, except as modified herein, with the concept plan titled “U-Haul Rental Parking Layout-CUP Exhibit” submitted by the applicant on March 17, 2026 and attached as Exhibit “C”.
3. No more than ten (10) rental trucks, as specified herein, shall be displayed and stored on the property at any given time. The rental trucks shall only be displayed and stored in the designated parking spaces as specifically depicted on Exhibit “C”.
4. All trucks displayed and stored on the property for the purpose of being offered for rent shall not be parked in such a manner that impedes vehicular circulation of drive aisles on the property.
5. Repair and/or servicing of rental trucks shall not be permitted on the subject property.
6. The applicant shall obtain all necessary permits prior to operation of the use and shall comply with applicable codes, ordinances and regulations of federal, state and local government.

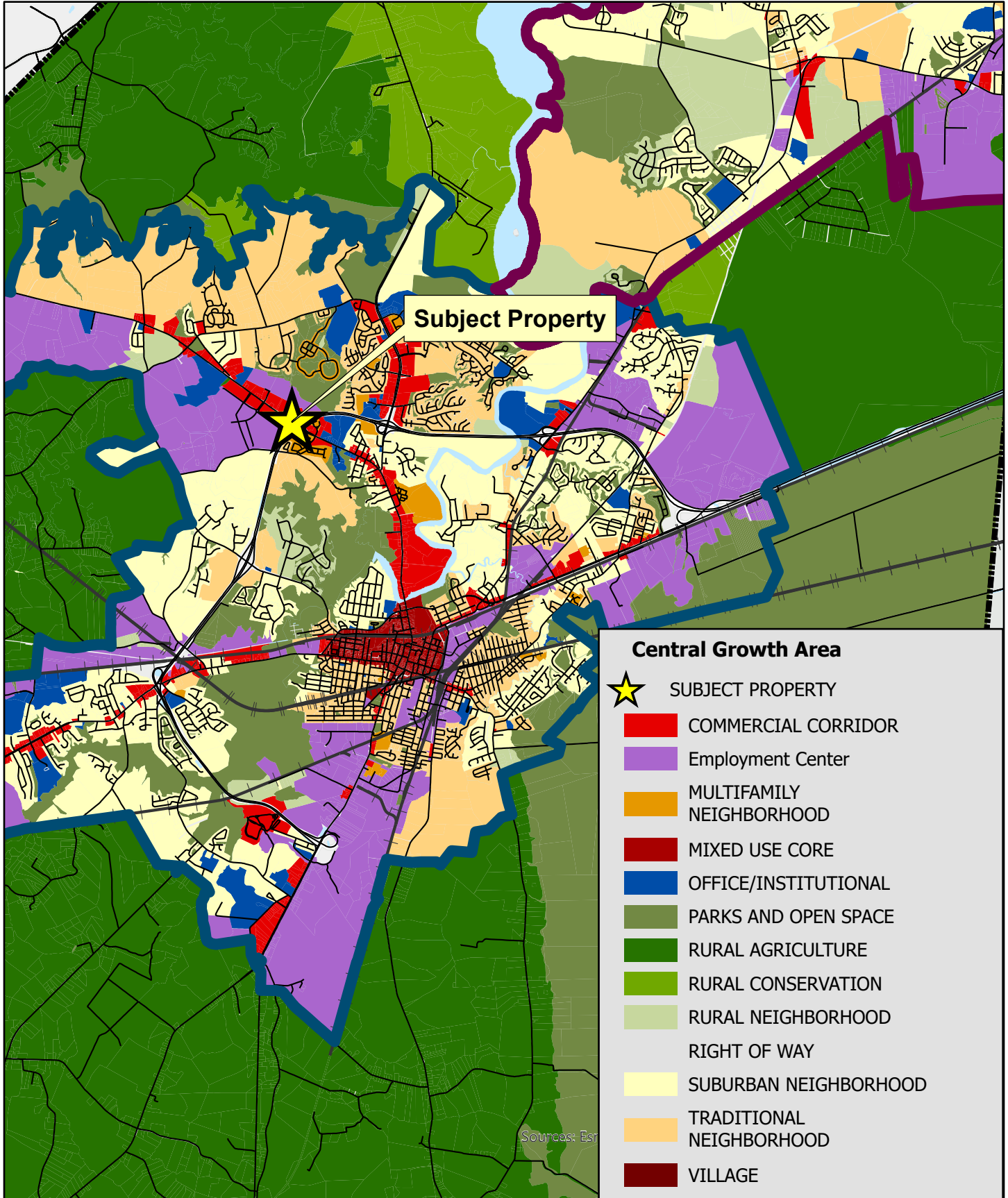
Attachments

- General Location Map
- Zoning / Land Use Map
- Applicant’s Narrative
- Application Disclosure Form
- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – Property Map
- Exhibit C – “U-Haul Rental Parking Layout-CUP Exhibit”

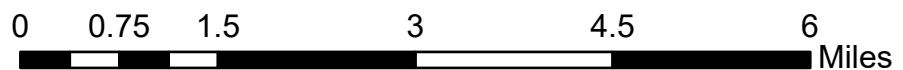


GENERAL LOCATION MAP

CUP2026-00005



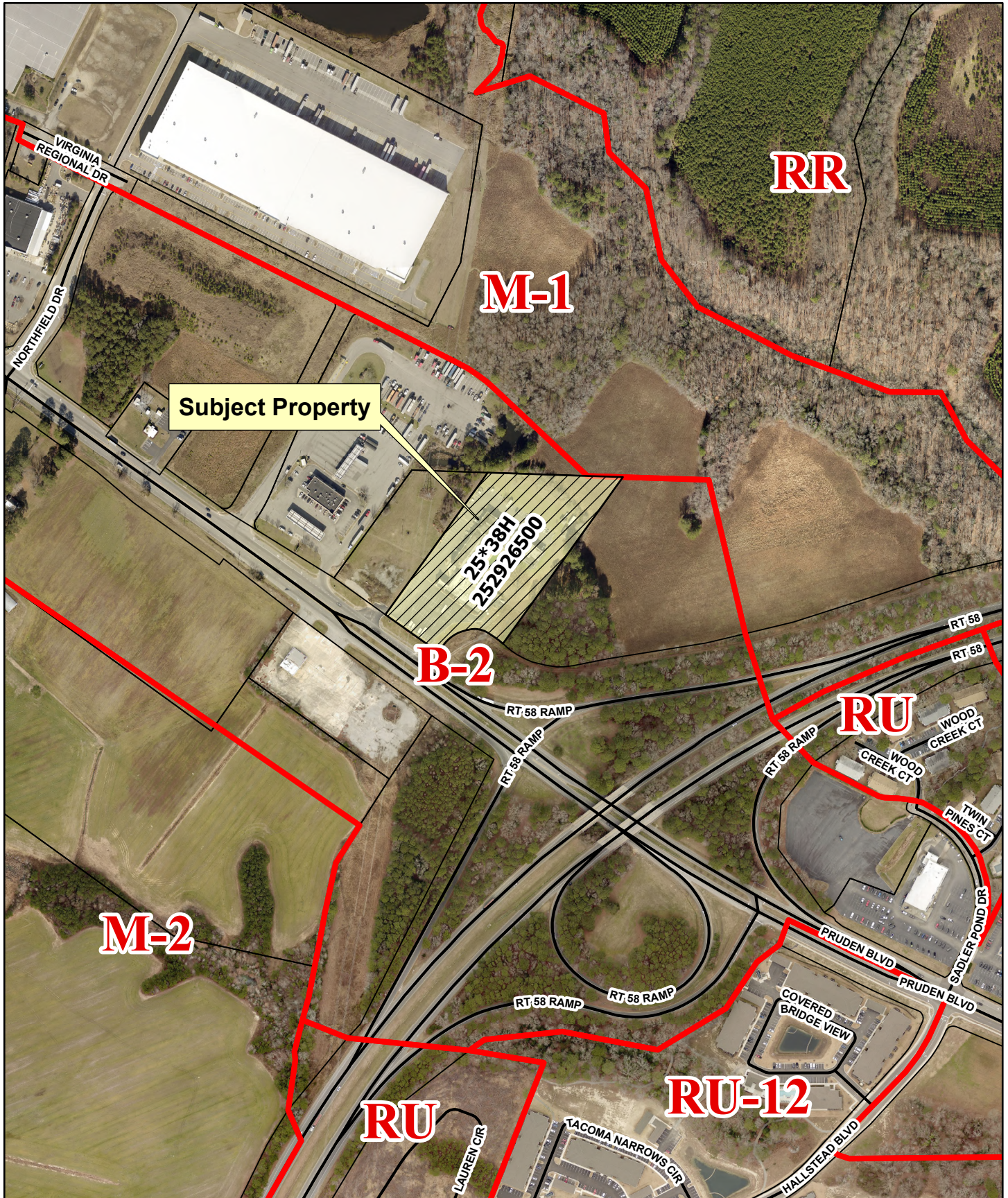
Author: KOSSAI
Date: 02-04-2026





ZONING / LAND USE MAP

CUP2026-00005



Author: KOSSAI
Date: 02-04-2026

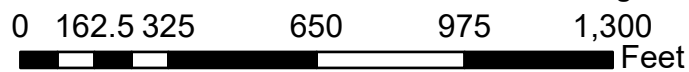


Image: Suffolk Pictometry 2024



ITEM 1 – NARRATIVE DESCRIPTION OF THE PROPERTY

Property Address: 2864 Pruden Blvd, Suffolk, Virginia 23434

Zoning District: B-2 (General Commercial)

Tax Map / Parcel Number: 25*38H/252926500

The subject property is a developed commercial parcel located along Pruden Boulevard within the City of Suffolk. It is currently improved with a motel providing transient lodging accommodations, associated parking areas, internal circulation drives, and supporting site improvements. The site also contains an on-site restaurant and meeting spaces located within the existing commercial building on the property, which operate as part of the overall hospitality use serving hotel guests, visitors and area residents. These facilities are integrated within the existing development and utilize the same site infrastructure, circulation, and parking areas. The property is situated in a travel-oriented commercial corridor characterized by hotels, truck stops, logistics-related services, and other commercial uses serving travelers, truck drivers, and nearby residents.

Legal Description:

Beginning at a point at the northwestern corner of the property, identified by the intersection of the property line and the right-of-way of Pruden Blvd, thence running along the northern boundary North 35°48'30" East for a distance of 546.86 feet, thence South 86°34'36" East for 420.39 feet, thence South 35°48'38" West for 615.52 feet, thence South 87°03'30" West for 87.37 feet, thence North 64°11'80" West for 182.71 feet, returning to the point of beginning. No changes are proposed to the existing property boundaries, lot area, or boundary geometry.

ITEM 2 – NARRATIVE DESCRIPTION OF THE PROPOSED USE

The proposed use consists of designating a limited portion of the existing parking area for operation as a U-Haul pickup and drop-off location serving customers requiring short-term access to moving trucks and trailers. This activity functions as an ancillary and secondary commercial use within the B-2 zoning district and is consistent with the service-oriented and commercial character of the surrounding area.

The proposed activity is intentionally limited in scale and intensity. All U-Haul transactions will be conducted by existing on-site staff, and no additional employees are proposed. At no time will more than **ten (10)** U-Haul vehicles be located on the property. The designated U-Haul areas are confined to existing paved parking areas, as shown on the accompanying site plan, and consist of **10 (10)** designated parking spaces. No changes to parking layout, circulation patterns, access points, or site infrastructure are proposed.

The property will not function as a vehicle repair, maintenance, or service location. No mechanical work, servicing, washing, fueling, or vehicle repairs will occur on-site. The use is limited exclusively to vehicle pickup and return, ensuring that the activity remains low-impact and compatible with adjacent commercial uses.

Trip Generation (ITE Trip Generation Manual, 11th Edition): At the request of Traffic Engineering, the applicant provides a planning-level estimate using ITE Land Use Code (LUC) 811 – “Construction Equipment Rental Store” as the closest available proxy for a light truck rental activity. The ITE 11th Edition PM peak-hour trip generation rate for LUC 811 is 0.99 PM peak-hour vehicle trips per 1,000 square feet of rental area. For planning purposes, the designated U-Haul parking/activity area shown on the plan is approximately 1,870 square feet. Applying the ITE PM peak-hour rate yields: $0.99 \times (1,870 \div 1,000) = 1.85$ PM peak-hour trips (≈ 2 PM peak-hour trips).

Historical Activity (Applicant Records): Based on historical operating data for the past five (5) years, the U-Haul activity has averaged approximately 5 customers per day (approximately 10 daily vehicle trips), which is below the conservative planning-level estimate.

City of Suffolk
Department of Planning and Community Development
DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff

Application Number:		Project Name:	
Project Address:		Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: EDIFICE HOLDINGS LLC

Property Address(es): 2864 PRUDEN BLVD, SUFFOLK, VA 23434

Tax Map Number(s): 25 * 38 H

Account Number(s): 252926500

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: _____

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

HASSAN RABBANI

TAIMUR ALI KHAN

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	(select one)		(Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Real Estate Broker/Agent/Realtor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: EDIFICE HOLDINGS LLC
 (as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsidary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

HASSAN RABBANI

TAIMUR ALI KHAN

Does the subject property have a proposed or pending purchaser? YES NO

If yes, name of the proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contigent on the subject public action? YES NO

If yes, name of the official or employee, and descripton of the nature of their interest:

PROPERTY OWNER SERVICES DISCLOSURE

The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	(select one)		(Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Real Estate Broker/Agent/Realtor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

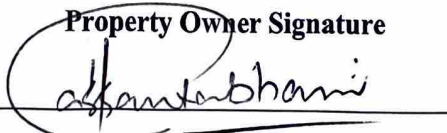
APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)	Applicant Signature	Date
<u>EDIFICE HOLDINGS LLC</u>	<u></u>	<u>01-15-26</u>

PROPERTY OWNER CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Property Owner Name (Print)	Property Owner Signature	Date
<u>EDIFICE HOLDINGS LLC</u>	<u></u>	<u>01-15-26</u>

“Parent-subsidary relationship” means “a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.” See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

“Affiliated business entity relationship” means “a relationship, other than parent-subsidary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities.” See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

ORDINANCE NUMBER _____

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A RENTAL SERVICE OTHER THAN PASSENGER VEHICLES (OUTDOOR DISPLAY/STORAGE) USE ON PROPERTY LOCATED AT 2864 PRUDEN BOULEVARD, ZONING MAP 25, PARCEL 38H, ACCOUNT NUMBER 252926500; CUP2026-005

WHEREAS, Hassan Rabbani, Edifice Holdings, LLC, applicant and property owner, has requested a Conditional Use Permit to establish a rental service other than passenger vehicles (outdoor display/storage) use on property located at 2864 Pruden Boulevard, which land is designated on the Zoning Map of the City of Suffolk, Virginia as Zoning Map 25, Parcel 38H, and is more particularly depicted in Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Section 31-102 and Section 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1998 (as amended), with respect to the purposes stated in Sections 15.2-2200 and 15.2-2283 of the Code of Virginia (1950), as amended; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Property Map", and Exhibit "C", "U-Haul Rental Parking Layout-CUP Exhibit", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a Conditional Use Permit, as submitted or modified with conditions herein, the expressed purpose of which is a rental service other than passenger vehicles (outdoor display/storage) use is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living, working in, or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property,

the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population, economic, and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of the rental service other than passenger vehicles (outdoor display/storage) use is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The Conditional Use Permit for the property be, and is hereby approved for the property, subject to the following conditions and the general conditions set forth in Section 4 hereof. The Conditional Use Permit specifically permits a rental service other than passenger vehicles (outdoor display/storage) use in compliance with Sections 31-306 and 31-406 of the Code of the City of Suffolk.

Conditions

1. This Conditional Use Permit shall authorize a rental service other than passenger vehicles (outdoor display/storage) use on property located at 2864 Pruden Boulevard, Zoning Map 25, Parcel 38H; as identified and depicted in Exhibit "B".
2. The truck rental operation shall be established and operated in substantial conformance, except as modified herein, with the concept plan titled "U-Haul Rental Parking Layout-CUP Exhibit" submitted by the applicant on March 17, 2026 and attached as Exhibit "C".
3. No more than ten (10) rental trucks, as specified herein, shall be displayed and stored on the property at any given time. The rental trucks shall only be displayed and stored in the designated parking spaces as specifically depicted on Exhibit "C".
4. All trucks displayed and stored on the property for the purpose of being offered for rent shall not be parked in such a manner that impedes vehicular circulation of drive aisles on the property.
5. Repair and/or servicing of rental trucks shall not be permitted on the subject property.
6. The applicant shall obtain all necessary permits prior to operation of the use and shall comply with applicable codes, ordinances and regulations of federal, state and local government.

Section 4. General Conditions.

- (a) The Conditional Use Permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days' written notice to the property owner or their successors in interest, and a hearing at which time all such

persons shall have the opportunity to be heard.

- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.
- (c) The commencement of the Use described in Section 3 of this ordinance shall be deemed acceptance by the property owner, or any party undertaking or maintaining such Use, of the conditions to which the Conditional Use Permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, section or provision of this ordinance is declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections or provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The Conditional Use authorized by this Permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

EXHIBIT "A"

RESOLUTION NO. 26-04-05

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO CONDITIONAL USE PERMIT
CUP2026-005**

**TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A RENTAL SERVICE
OTHER THAN PASSENGER VEHICLES (OUTDOOR DISPLAY/STORAGE) USE ON
PROPERTY LOCATED AT 2864 PRUDEN BOULEVARD, ZONING MAP 25, PARCEL
38H, ACCOUNT NUMBER 252926500**

WHEREAS, Hassan Rabbani, Edifice Holdings, LLC, applicant and property owner, has requested a Conditional Use Permit to establish a rental service other than passenger vehicles (outdoor display/storage) use on property located at 2864 Pruden Boulevard, which land is designated on the Zoning Map of the City of Suffolk, Virginia as Zoning Map 25, Parcel 38H, and is more particularly depicted in Exhibit "B"; and,

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a Conditional Use Permit, as submitted or modified herein:

- _____ a) Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ b) Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ c) Will be no more injurious to property or improvements in the neighborhood, or
- _____ d) Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, CUP2026-005 be:

- _____ a) Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- _____ b) Denied, and that Council not adopt the proposed Ordinance.
- _____ c) Granted with the modifications set forth on the attached listing of specific recommendations and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: _____

TESTE: _____

CONDITIONAL USE PERMIT

CUP2026-005

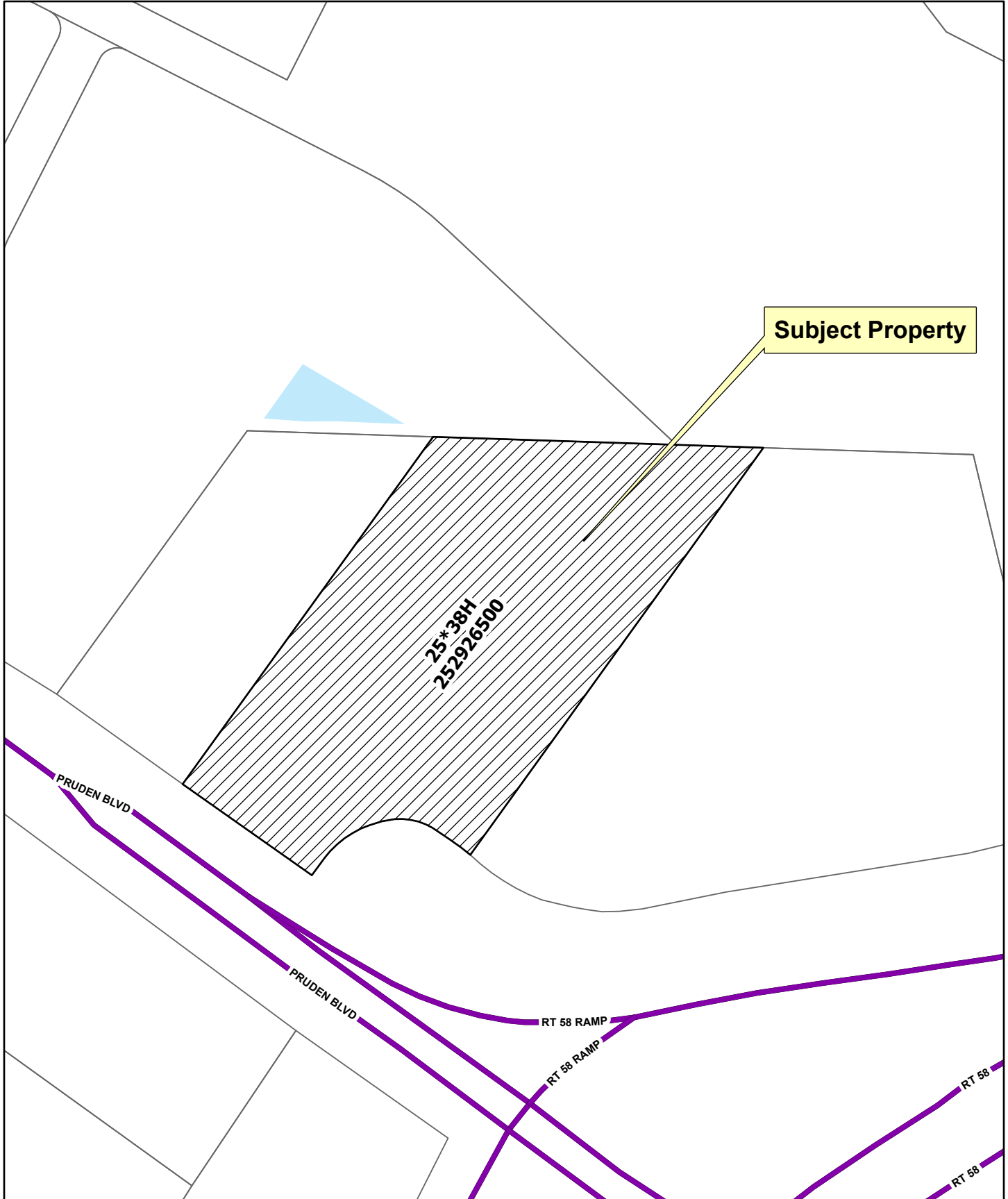
CONDITIONS

1. This Conditional Use Permit shall authorize a rental service other than passenger vehicles (outdoor display/storage) use on property located at 2864 Pruden Boulevard, Zoning Map 25, Parcel 38H; as identified and depicted in Exhibit "B".
2. The truck rental operation shall be established and operated in substantial conformance, except as modified herein, with the concept plan titled "U-Haul Rental Parking Layout-CUP Exhibit" submitted by the applicant on March 17, 2026 and attached as Exhibit "C".
3. No more than ten (10) rental trucks, as specified herein, shall be displayed and stored on the property at any given time. The rental trucks shall only be displayed and stored in the designated parking spaces as specifically depicted on Exhibit "C".
4. All trucks displayed and stored on the property for the purpose of being offered for rent shall not be parked in such a manner that impedes vehicular circulation of drive aisles on the property.
5. Repair and/or servicing of rental trucks shall not be permitted on the subject property.
6. The applicant shall obtain all necessary permits prior to operation of the use and shall comply with applicable codes, ordinances and regulations of federal, state and local government.



PROPERTY MAP CUP2026-00005

EXHIBIT B



Author: KOSSAI
Date: 02-04-2026

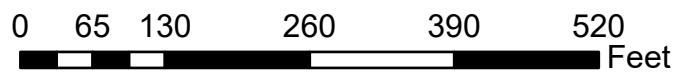


EXHIBIT "C"

General Note :

Proposed U-Haul parking areas are shown for use designation purposes only. No changes to existing parking layout, circulation, or site configuration are proposed. All remaining parking areas shall remain designated as PARKING.

Note :

Use Category | Metric / Basis | UDO Standard | Required Spaces
 Hotel (99 Rooms) | Per Guest Room | 0.8 per room | 80
 Restaurant & Public Meeting Area | 5,200 sq. ft. Total* | 1 per 800 sq. ft. | 7
 U-Haul Inventory | Per CUP Exhibit | 10 Designated Stalls | 10

TOTAL REQUIRED: 97 Spaces
 TOTAL PROVIDED: 184 Spaces
 EXCESS PARKING: +87 Spaces

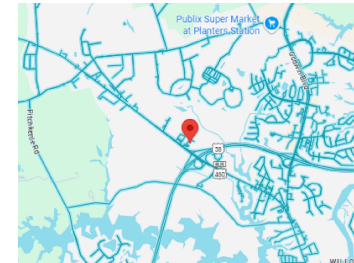
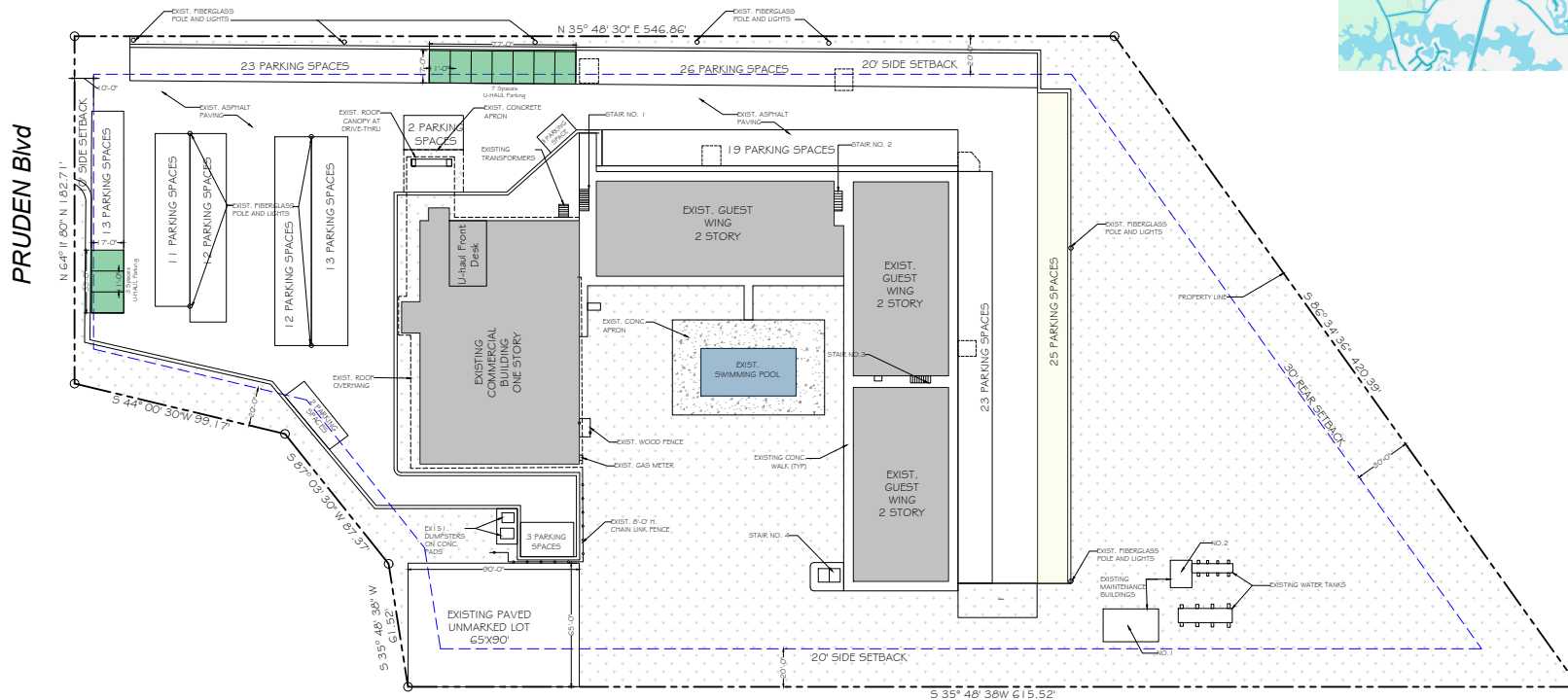


EXHIBIT "C"



LEGEND

- PROPERTY LINE
- SETBACK LINE
- ROOF LINE
- CHAIN LINK FENCE
- WOODEN FENCE
- EXISTING STRUCTURE
- PROPOSED U-HAUL PARKING AREA
- EXIST. POOL
- GRASS
- PROPOSED PARKING
- ASPHALT PAVING

U-HAUL RENTAL PARKING LAYOUT-CUP EXHIBIT
 SCALE : 1"=30'-0"

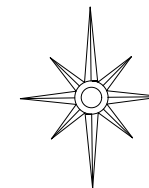
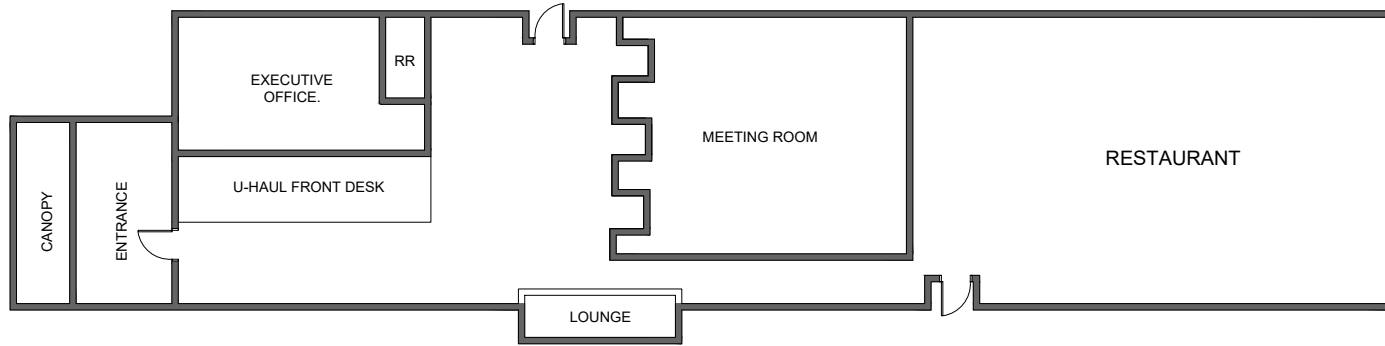


EXHIBIT "C"



COMMERCIAL BUILDING FLOOR PLAN

EXHIBIT "C"



CITY OF SUFFOLK

442 W. WASHINGTON STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Conditional Use Permit Request CUP2026-008, submitted by John Wade Hampton Lloyd, applicant, on behalf of RIRA Realty Management, LLC, property owner, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to grant a Conditional Use Permit to establish a pawn shop on property located at 821 West Constance Road, Zoning Map 34G15(1), Parcels G and F. The affected area is further identified as being located in the Suffolk Voting Borough, zoned B-2, General Commercial Zoning District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Commercial Corridor Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Caitlin Aubut, the staff planner handling this case, if you have any questions in advance of the meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT REQUEST: Conditional Use Permit request, CUP2026-008, in accordance with Sections 31-306, 31-406, and 31-711 of the Unified Development Ordinance, to establish a pawn shop.

APPLICANT: Submitted by John Wade Hampton Lloyd, applicant, on behalf of RIRA Realty Management, LLC, property owner.

LOCATION: The subject property is located at 821 West Constance Road, Zoning Map 34G15(1), Parcels G and F.

PRESENT ZONING: The subject property, T.M. 34G15(1)*G & T.M. 34G15(1)*F, is zoned B-2, General Commercial Zoning District.

EXISTING LAND USE: The subject property consists of two parcels that total 5.3 acres in size, with approximately of 280 feet of frontage along West Constance Road and 89 feet of frontage along West Washington Street. The property is developed with a one-story shopping center containing a variety of commercial tenants, a fast-food restaurant, and a large parking lot.

PROPOSED LAND USE: The applicant proposes to establish a pawn shop within Unit 11 (addressed as 821 West Constance Road) in the existing shopping center.

SURROUNDING LAND USES:

- North: Railroad right-of-way, with undeveloped wooded land and a vacant commercial building beyond zoned B-2, General Commercial zoning district.
- South: West Washington Street, with office and retail businesses beyond, zoned CBD, Central Business zoning district.
- East: West Constance Road, with various commercial and office uses beyond zoned CBD, Central Business zoning district
- West: Lipton Tea processing facility, zoned M-1, Light Industrial zoning district.

COMPREHENSIVE PLAN: The City's 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Commercial Corridor Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is within the Chesapeake Bay Preservation Area Overlay District (CBPA) and is designated as a Resource Management Area and is within an Intensely Developed Area (IDA).

FLOOD PLAIN: The property falls within Flood Zone X (areas of minimal risk) as shown on Flood Insurance Rate Map (FIRM) Panel No. 5101560230E of the City of Suffolk, Virginia 2015 Flood Map.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. Notice to the applicant, containing

a copy of the staff report, was also sent on April 17, 2026.

CASE HISTORY: There is no relevant case history to report.

STAFF ANALYSIS

ISSUE

The subject property is developed with a shopping center that contains a mix of retail and restaurant uses, as well as a skating rink. The applicant is requesting a Conditional Use Permit (CUP) to establish a pawn shop within an existing unit in the shopping center, located at the intersection of West Constance Road and West Washington Street, as generally depicted on the attached sketch plan. No interior alterations to the unit are proposed, and the applicant will be installing furniture and implementing security measures, as further detailed in this report and the attached narrative.

The proposed pawn shop will offer a variety of items for sale and provide short-term loans (pawns). The applicant has indicated that the buying and selling of firearms could also occur on-site in the future. The applicant has also submitted a floor plan and sketch plan showing the general layout of the space, including where display areas and safes will be located.

CONSIDERATIONS AND CONCLUSIONS

1. Sections 31-306 and 31-406 of the Unified Development Ordinance (UDO) require a Conditional Use Permit (CUP) to be obtained to establish a pawn shop within the B-2, General Commercial Zoning District. The applicant's proposed pawn shop thus requires a CUP to be approved by City Council prior to establishment.
2. Section 31-711 of the UDO contains a single supplemental regulation for pawn shops; that these establishments must comply with Chapter 18 of Suffolk City Code and Section 54.1-4000 of the Code of Virginia. Chapter 18 of the City Code specifies several provisions, separate from the UDO, pertaining to Secondhand Dealer and Pawnbroker operations. The City Code regulations compel the applicants to obtain permits to operate from both the Chief of Police and from the Circuit Court, a retail license from the Commissioner of the Revenue, and to track daily businesses activity. City Code also prohibits those under the age of 18 from patronizing pawn shops. The cited section of the Code of Virginia defines "pawn shop" and "pawnbroker".
3. The applicant's narrative states that the proposed pawn shop will operate entirely within the existing building with no permanent structural alterations, and that all improvements will consist of movable furniture and equipment, with no modifications to the building footprint, exterior façade, load-bearing elements, or utility infrastructure. The use will rely on existing utilities, parking, and access points without expansion or reconfigurations. All business activities, including transactions, storage, and display of merchandise, will occur indoors with no outdoor storage or exterior display. The business will operate Monday through Saturday from 10:00 a.m. to 7:00 p.m., with no more than three (3) employees in addition to the owner. Security measures, including window bars, an accordion-style gate, motion

sensors, and surveillance cameras, will be installed.

The applicant has indicated that while he has no immediate plans to do so, firearms could be sold and purchased as part of the proposed business in the future. Before any transactions involving firearms can occur, the applicant must obtain a Federal Firearms License (FFL) from the Federal Department of Alcohol, Tobacco, and Firearms (ATF) prior to the commencement of buying and selling firearms as part of the pawn shop operation. A condition of approval is proposed to enforce this requirement.

4. An Environmental Site Assessment (ESA) was waived for this CUP request, as no land disturbance is proposed. The Department of Public Works has reviewed the application materials and expressed no concerns at the time of this report.
5. A Major Water Quality Impact Assessment was waived for this request. While the property is within the Chesapeake Bay Preservation Area overlay, the property is currently developed and the applicant is proposing no land disturbance as part of this request. The Department of Public Works reviewed the request and expressed no concerns.
6. A traffic study was waived for this application, as the traffic generated by the proposed pawn shop will likely not generate any excess vehicle trips beyond those encompassed by the trip generation rate associated with the shopping center as a whole. The Department of Public Works' Traffic Engineering Division has reviewed this request has expressed no concerns.
7. The subject property is served by both public water and sanitary sewer. The applicant is not proposing any new plumbing fixtures as part of this request nor requires any new connections to services, and thus no increased public water or sewer demand resulting from the establishment of the proposed business is anticipated. The Department of Public Utilities has reviewed this request and expressed no concerns.
8. Pursuant to Section 31-306 of the UDO, a Conditional Use Permit (CUP) provides a means of authorizing certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a CUP by City Council when the right set of circumstances and conditions are found acceptable. Section 31-306(c) specifically establishes eight criteria that should be satisfied for approval. The proposed pawn shop meets these requirements as follows:

- a) *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

The applicant's proposed pawn shop business is a listed conditional use in the B-2 zoning district. As noted prior in this report, there are specific supplemental use regulations pawn shops within Section 31-711 of the UDO, however, the single supplemental regulation within that section simply states that pawn shops must comply with Suffolk City Code (Chapter 18, Article V) and of the Code of Virginia. City Code requires a pawnbroker license and other business regulations that are enforced

separately from the UDO, and a condition of approval is proposed to reiterate that the applicant, if the CUP is approved, must comply with both City and State Code.

- b) *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.*

The 2045 Comprehensive Plan designates the subject property within the Central Growth Area, Commercial Corridor Land Use Type. This site is already developed with a shopping center and a stand-alone fast-food restaurant. The shopping center contains a variety of retail and commercial businesses. Immediately adjacent to the proposed pawn shop is a closed smoke/vape store and a proposed restaurant. The establishment of a pawn shop is generally consistent with the subject property's designation in the Comprehensive Plan and is compatible with the surrounding development intensity in this area of the City.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

The subject property is served by a primary commercial entrance on West Constance Road, located approximately 396 feet north of the signalized intersection of West Constance Road and West Washington Street, and a secondary commercial entrance on West Washington Street approximately 83 feet west of the aforementioned intersection. The proposed pawn shop will be located in a single unit 1,656 square feet in size, with the customer-accessible area of 1,150 square feet in size. The applicant notes about three employees would be located on site. Given this proposed use will have a traffic impact comparable to typical retail uses located within shopping centers, stand-alone trip generation calculations are not necessarily needed given the limited size of the business, and the additional vehicular trips generated by this use are likely captured within overall trips generated by the shopping center as a whole. Therefore, it is reasonable to conclude that any impact on traffic patterns in the area will be negligible.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

The proposed pawn shop is not expected to negatively impact adjacent properties, as this use will be in a central retail unit embedded in the middle of the existing shopping center and will not have any exterior operations. The proposed hours of operations are 10:00 AM to 7:00 PM Monday through Saturday, so late-night noise or disruption is not anticipated.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The proposed use should not negatively affect the use and enjoyment of the surrounding property owners or impair property values as it will be within an existing shopping center. The applicant proposed several security measures to secure the business during the daytime and after-hours. The Police Department has reviewed the proposed and offered suggestions as to security measures for the business, including video surveillance, alarms, and secure storage. A condition of approval is proposed to ensure these security measures are installed and maintained.

- f) *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

The pawn shop is proposed on a developed parcel and has no associated land disturbance or site improvements. West Constance Road and West Washington Street are developed, and the proposed use alone is not anticipated to substantially impact redevelopment of this area of the City.

- g) *The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*

As previously stated in this report, while the owner does state that firearms might be offered for sale in the future, proposed conditions of approval strictly mandate the secure storage and display of all firearms, in addition to obtaining all licenses required by the federal Department of Alcohol, Tobacco, and Firearms (ATF). The applicant has proposed security cameras and an alarm system, and a proposed condition of approval enforces the installation of said systems. Additionally, conditions of approval are proposed to prevent the business from also operating as a "nuisance-adjacent" commercial use such as a payday lenders or check-cashing store. With proper security measures and conditions preventing undesirable secondary uses, the establishment of a pawn shop in this area should not be detrimental to the public health, safety, or morals.

- h) *The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*

The public interest and welfare are not anticipated to be compromised by the proposed pawn shop. As previously stated, the pawn shop will be placed in an existing unit within a shopping center and will have minimal traffic impacts. The individual interests of persons within the neighborhood should not be adversely impacted by the pawn shop.

RECOMMENDATION

While pawn shops can have negative secondary effects on area, such as overconcentration or

security concerns, the conditional use permit process allows for the case-by-case evaluation of these establishments and the imposition of appropriate conditions to mitigate negative impacts. For this particular request, staff's evaluation finds that this proposed pawn shop, with its particular operating characteristics, is generally acceptable in the proposed location. Further, compliance with applicable state law and local regulations set forth in Suffolk City Code governing pawn shop operations should prevent disturbances to surrounding properties. Therefore, due to the considerations and conclusions noted in this report, staff recommends the Planning Commission forward Conditional Use Permit request CUP2026-008 to City Council with a recommendation of **approval**, subject to the following proposed conditions:

1. This Conditional Use Permit is granted specifically to establish a pawn shop for the property located at 821 West Constance Road, Zoning Map 34G15(1), Parcels G and F; as identified in Exhibit "B", "Property Map".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. Firearms shall be stored in floor-mounted firearms safes when not being displayed and during non-business hours and shall remain secured at all times.
4. The applicant shall obtain a Federal Firearms License (FFL) from the Federal Department of Alcohol, Tobacco, and Firearms (ATF) prior to any receiving, buying, storing, or selling of firearms on the premises.
5. The pawn shop operation shall comply with the requirements of section 54.1-4000, et seq. of the Code of Virginia, (1950) as amended, as it relates to the operation of pawn shops. The pawn shop operation shall also comply with the terms of Suffolk City Code Sections 18-246 to 18-256, and, Section 82-1158, pertaining to provisions for Secondhand Dealer and Pawnbroker operations.
6. The pawn shop shall operate no later than 10:00 PM each night.
7. The applicant shall provide full motion sensors and video surveillance at the front and rear entrance/exits, the interior and the exterior of the building. The video shall be accessible by all employees on-site and must be approved by the Police Department.
8. An audible and strobe alarm system, with the audio to be heard outside the building, shall be installed.
9. Check cashing services shall not be permitted except as part of a normal business transaction.

Attachments

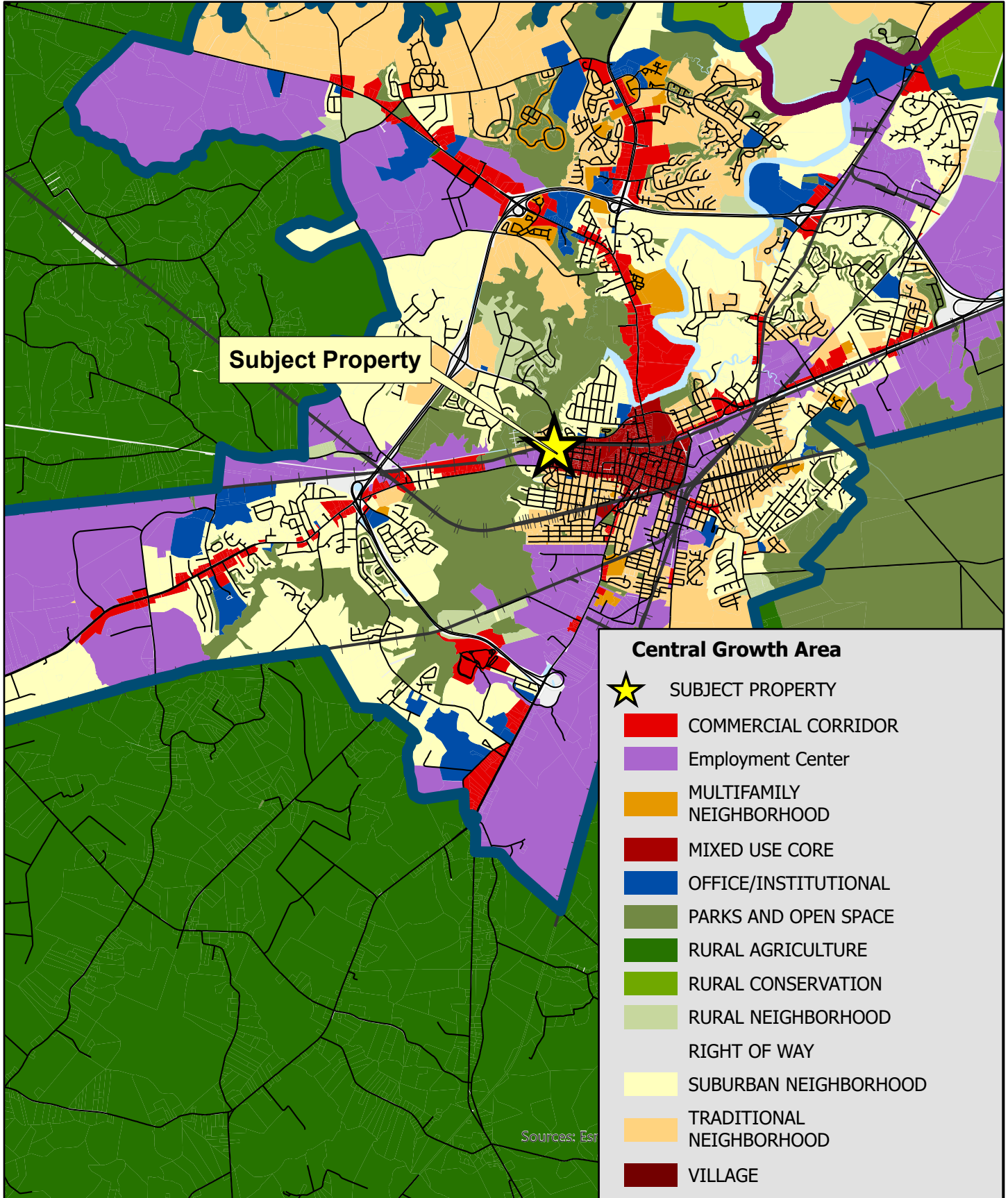
- General Location Map
- Zoning / Land Use Map
- Applicant's Narrative

- Application Disclosure Form
- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – Property Map
- Exhibit C – Sketch Plan
- Exhibit D – Floor Plan

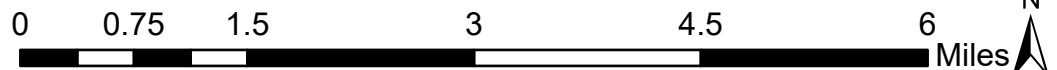


GENERAL LOCATION MAP

CUP2026-00008



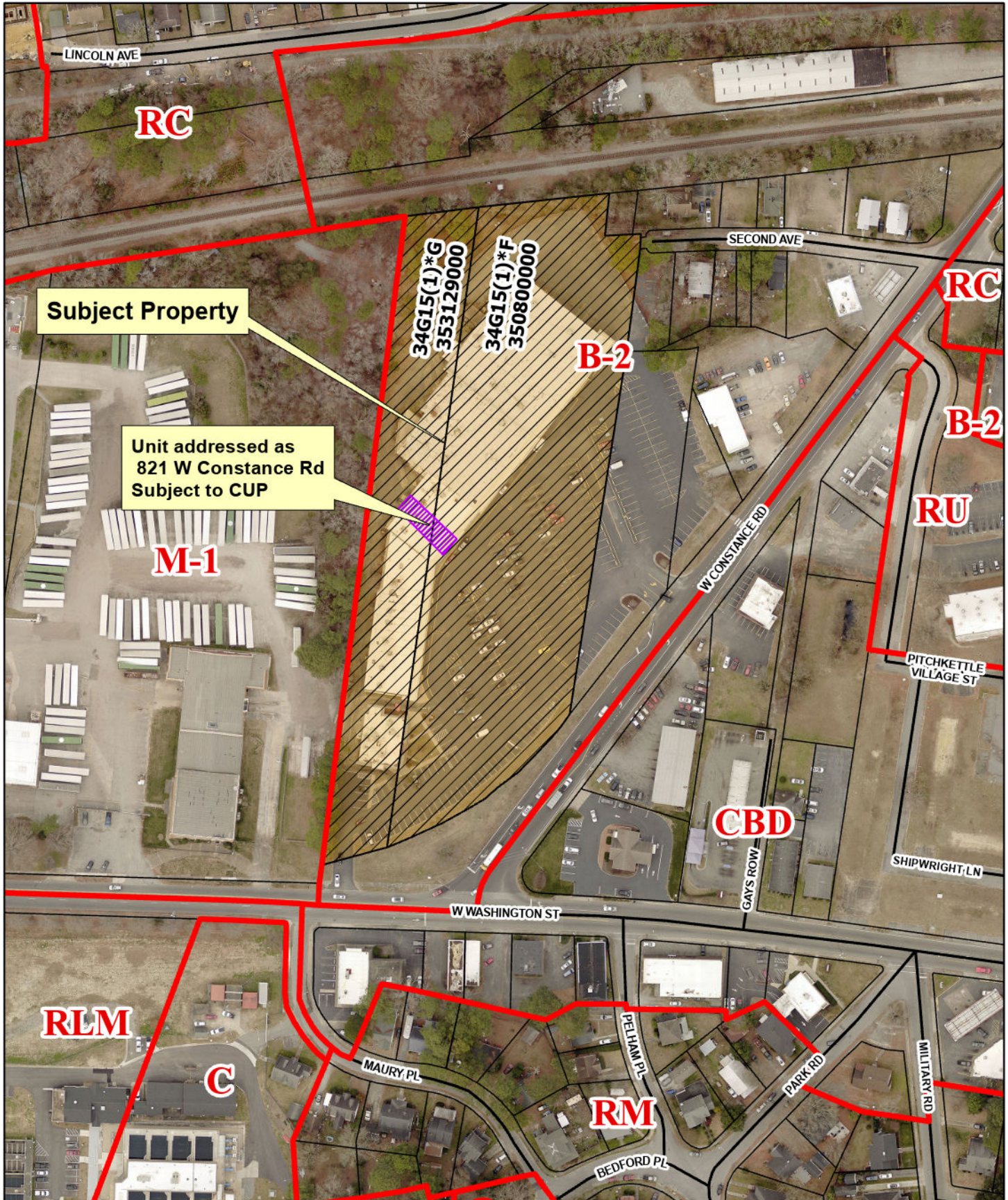
Author: KOSSAI
Date: 03-03-2026





ZONING / LAND USE MAP

CUP2026-00008



Author: KOSSAI/CAUBUT
Date: 03-04-2026

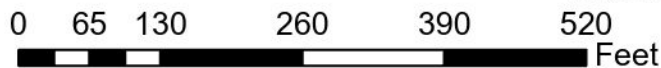


Image: Suffolk Pictometry 2024



2) Narrative description:

The proposed use of the subject property is the operation of a pawnshop, conducted entirely within an existing building, with no permanent structural alterations to the property. The use will consist solely of the placement of movable furniture and equipment, including computers, desks, shelving, and display cases used for the temporary storage and display of merchandise.

All improvements associated with the proposed use will be non-permanent and removable, and no modifications to the building's footprint, exterior façade, load-bearing elements, or utility infrastructure are proposed. The operation will utilize existing utilities, parking, access points, and ingress/egress without expansion or reconfiguration.

The pawnshop will function as a low-intensity commercial use, with normal business hours and customer traffic consistent with similar small retail establishments. No outdoor storage, exterior display, or signage beyond what is permitted by local ordinance is proposed. All transactions, storage, and display of merchandise will occur indoors.

The proposed use is intended to be compatible with surrounding uses and zoning districts and will not generate significant noise, traffic, or other impacts beyond those typical of a small retail business.

It will operate at normal business hours. Mon-Sat 10 am to 7pm and will be closed on Sundays. I plan to have at most three employees other than myself. I plan to weld bars for the windows and have an accordion style gate across the front. I will have full motion sensor and camera security. There will be three large safes in the back to start. The front will consist of three computer stations and a U shaped display allowing good visibility of the entire store.

Plans for Firearms within Shop:

During Normal Business Hours (10am-7pm): All Firearms will be displayed along the backside of the store walls, more than 6 feet apart from the frontside of the store countertop and display cases.

During Closed Hours (7pm-10am): All Firearms will be securely stored inside a safe within the store premises.

Owner Experience:

The owner has nearly ten years of experience in the pawn industry and has previously managed four pawn shop locations in Northern Virginia. In addition, the owner maintains professional relationships with some of the oldest and largest pawn businesses in Virginia, including a group that operates seven locations known as "The Vault." The owner also has strong family ties to the Suffolk and Smithfield areas and is committed to operating a responsible and reputable business that contributes positively to the local community.

City of Suffolk

Department of Planning and Community Development

DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff

Application Number:		Project Name:	
Project Address:		Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: John Wade Hampton Lloyd

Property Address(es): 821 W. Constance Rd Suffolk, VA 23434

Tax Map Number(s): 34g15(1)*g 34g15(1)*f

Account Number(s): 353129000

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: _____

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

John Wade Hampton Lloyd

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	(select one)		(Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Real Estate Broker/Agent/Realtor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: Venkatesh Ravirala c/o RIRA REALTY MANAGEMENT LLC
(as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsidiary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

Does the subject property have a proposed or pending purchaser? YES NO

If yes, name of the proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

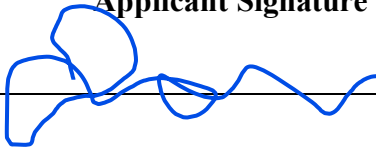
PROPERTY OWNER SERVICES DISCLOSURE

The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	(select one)		(Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Real Estate Broker/Agent/Realtor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)	Applicant Signature	Date
<u>John Wade Hampton Lloyd</u>		<u>1/28/2026</u>

PROPERTY OWNER CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Property Owner Name (Print)	Property Owner Signature	Date
<u>Venkatesh Ravirala</u>	<u>Rvenkatesh..</u>	<u>01/29/2026</u>

“Parent-subsidiary relationship” means “a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.” See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

“Affiliated business entity relationship” means “a relationship, other than parent-subsidiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities.” See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

ORDINANCE NUMBER _____

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A PAWN SHOP ON PROPERTY LOCATED AT 821 WEST CONSTANCE ROAD, ZONING MAP 34G15(1), PARCELS G AND F, ACCOUNT NUMBERS 353129000 AND 350800000; CUP2026-008

WHEREAS, John Wade Hampton Lloyd, applicant, on behalf of RIRA Realty Management, LLC, property owner, has requested a Conditional Use Permit to establish a pawn shop, located at 821 West Constance Road, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 34G15(1), Parcels F and G, and is more particularly depicted in Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Article 1, Sections 31-102 and Article 3, 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1988(as amended), with respect to the purposes stated in Sections 15.2-220 and 15.2-2283 of the Code of Virginia; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Property Map", Exhibit "C", "Map of Area", and Exhibit "D", "Design of the site" which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a Conditional Use Permit, as submitted or modified with conditions herein, the expressed purpose of which is a pawn shop, that is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living, working in, or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type, and height of buildings or structures, the type and extent of landscaping and screening on site, and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population, economic, and other studies, the transportation requirements of

the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of the pawn shop use is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The Conditional Use Permit for the property be, and is hereby approved for the property, subject to the following conditions and the general conditions set forth in Section 4 hereof. The Conditional Use Permit is specifically for a pawn shop in compliance with Sections 31-306, 31-406, and 31-711 of the Code of the City of Suffolk.

Conditions

1. This Conditional Use Permit is granted specifically to establish a pawn shop for the property located at 821 West Constance Road, Zoning Map 34G15(1), Parcels G and F; as identified in Exhibit "B", "Property Map".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. Firearms shall be stored in floor-mounted firearms safes when not being displayed and during non-business hours and shall remain secured at all times.
4. The applicant shall obtain a Federal Firearms License (FFL) from the Federal Department of Alcohol, Tobacco, and Firearms (ATF) prior to any receiving, buying, storing, or selling of firearms on the premises.
5. The pawn shop operation shall comply with the requirements of section 54.1-4000, et seq. of the Code of Virginia, (1950) as amended, as it relates to the operation of pawn shops. The pawn shop operation shall also comply with the terms of Suffolk City Code Sections 18-246 to 18-256, and, Section 82-1158, pertaining to provisions for Secondhand Dealer and Pawnbroker operations.
6. The pawn shop shall operate no later than 10:00 PM each night.
7. The applicant shall provide full motion sensors and video surveillance at the front and rear entrance/exits, the interior and the exterior of the building. The video shall be accessible by all employees on-site and must be approved by the Police Department.
8. An audible and strobe alarm system, with the audio to be heard outside the building, shall be installed.
9. Check cashing services shall not be permitted except as part of a normal business transaction.

Section 4. General Conditions.

- (a) The Conditional Use Permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days' written notice to the property owner, or their successors in interest, and a hearing at which such persons shall have the opportunity to be heard.
- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.
- (c) The commencement of the Use described in Section 3 of this ordinance shall be deemed acceptance by the property owner, or any party undertaking or maintaining such Use, of the conditions to which the Conditional Use Permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, section or provision of this ordinance is declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections or provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The Conditional Use authorized by this Permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO CONDITIONAL USE PERMIT
CUP2026-008**

**TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A PAWN SHOP ON
PROPERTY LOCATED AT 821 WEST CONSTANCE ROAD, ZONING MAP 34G15(1),
PARCELS G AND F, ACCOUNT NUMBERS 353129000 AND 350800000**

WHEREAS, John Wade Hampton Lloyd, applicant, on behalf of RIRA Realty Management, LLC, property owner, has requested a Conditional Use Permit to establish a pawn shop located at 821 W Constance Road on property designated on the Zoning Map of the City of Suffolk, Virginia as Zoning Map 34G15(1), Parcels G and F, which land is further depicted in Exhibit "B", "Property Map".

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a Conditional Use Permit, as submitted or modified herein:

- _____ a) Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ b) Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- _____ c) Will be no more injurious to property or improvements in the neighborhood, or
- _____ d) Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, CUP2026-008, be:

- _____ a) Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- _____ b) Denied, and that Council not adopt the proposed Ordinance.
- _____ c) Granted with the modifications set forth on the attached listing of specific recommendations and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: _____

TESTE: _____

CONDITIONAL USE PERMIT

CUP2026-008

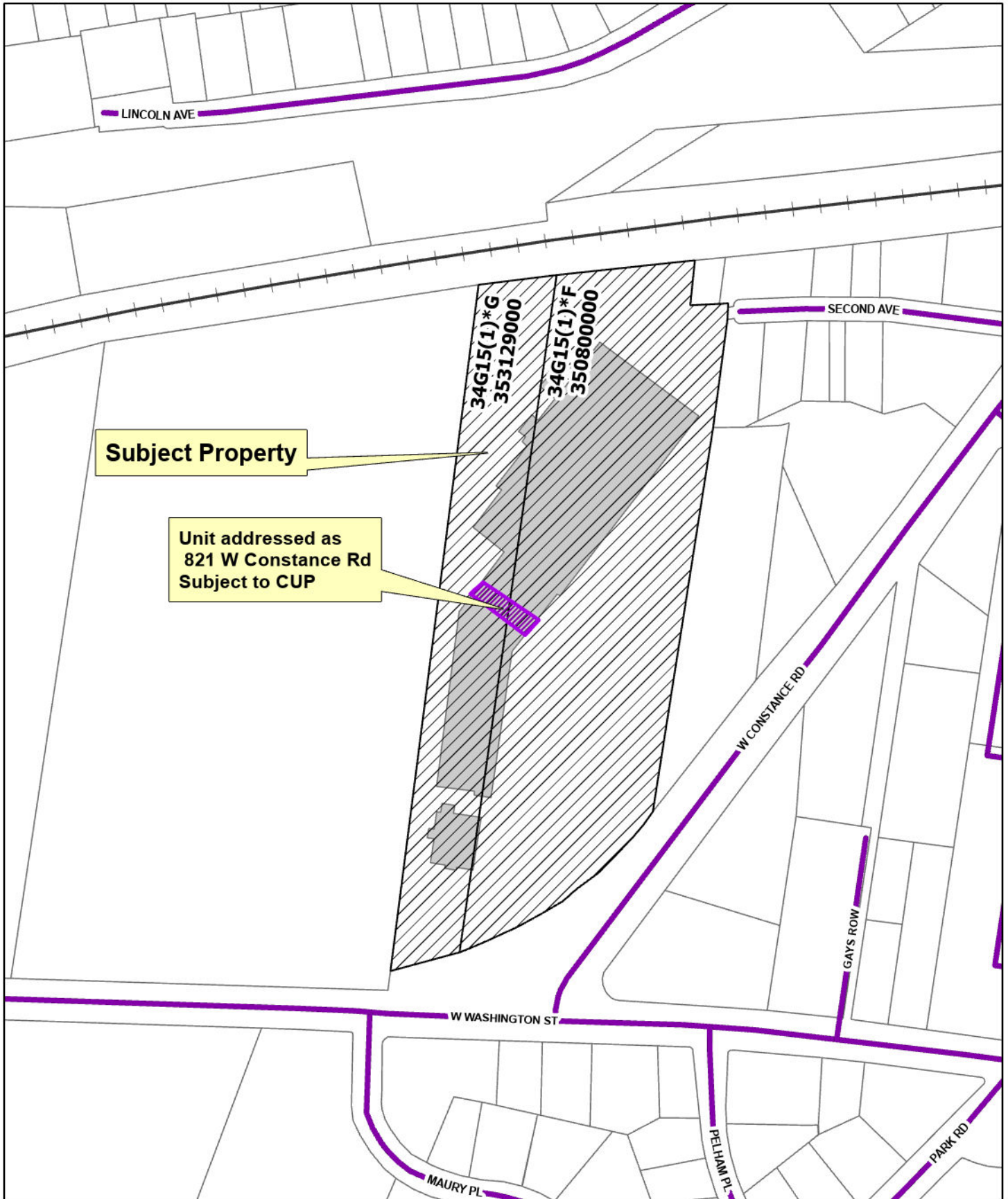
CONDITIONS

1. This Conditional Use Permit is granted specifically to establish a pawn shop for the property located at 821 West Constance Road, Zoning Map 34G15(1), Parcels G and F; as identified in Exhibit "B", "Property Map".
2. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.
3. Firearms shall be stored in floor-mounted firearms safes when not being displayed and during non-business hours and shall remain secured at all times.
4. The applicant shall obtain a Federal Firearms License (FFL) from the Federal Department of Alcohol, Tobacco, and Firearms (ATF) prior to any receiving, buying, storing, or selling of firearms on the premises.
5. The pawn shop operation shall comply with the requirements of section 54.1-4000, et seq. of the Code of Virginia, (1950) as amended, as it relates to the operation of pawn shops. The pawn shop operation shall also comply with the terms of Suffolk City Code Sections 18-246 to 18-256, and, Section 82-1158, pertaining to provisions for Secondhand Dealer and Pawnbroker operations.
6. The pawn shop shall operate no later than 10:00 PM each night.
7. The applicant shall provide full motion sensors and video surveillance at the front and rear entrance/exits, the interior and the exterior of the building. The video shall be accessible by all employees on-site and must be approved by the Police Department.
8. An audible and strobe alarm system, with the audio to be heard outside the building, shall be installed.
9. Check cashing services shall not be permitted except as part of a normal business transaction.



PROPERTY MAP CUP2026-00008

EXHIBIT B



Subject Property

Unit addressed as
821 W Constance Rd
Subject to CUP

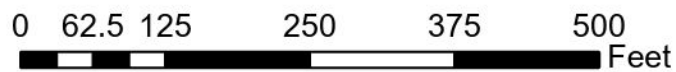


Exhibit C

Map of Area:

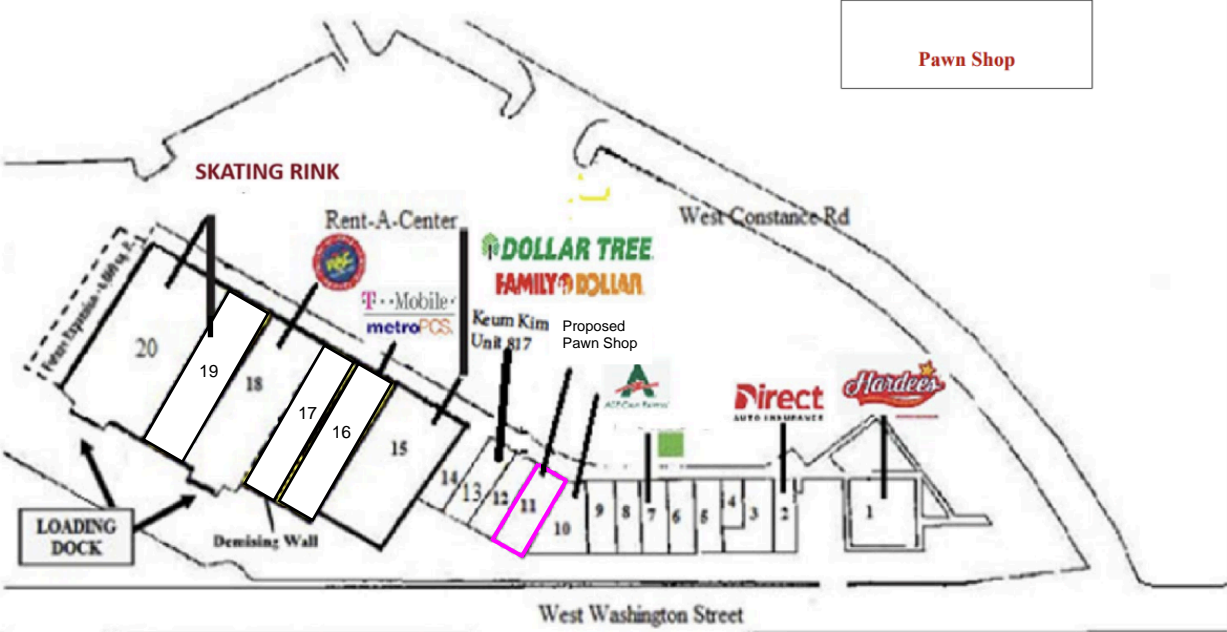


Exhibit D

3) Design of the Site:

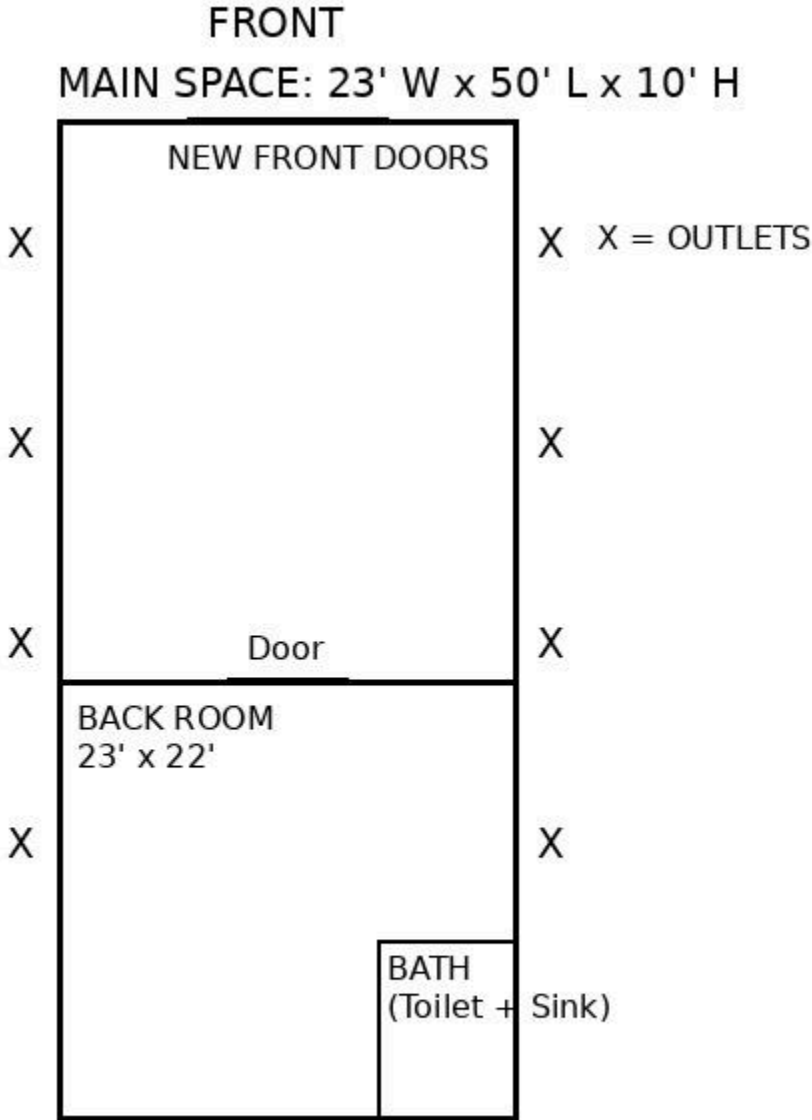


Exhibit D

FRONT

MAIN SPACE: 23' W x 50' L x 10' H

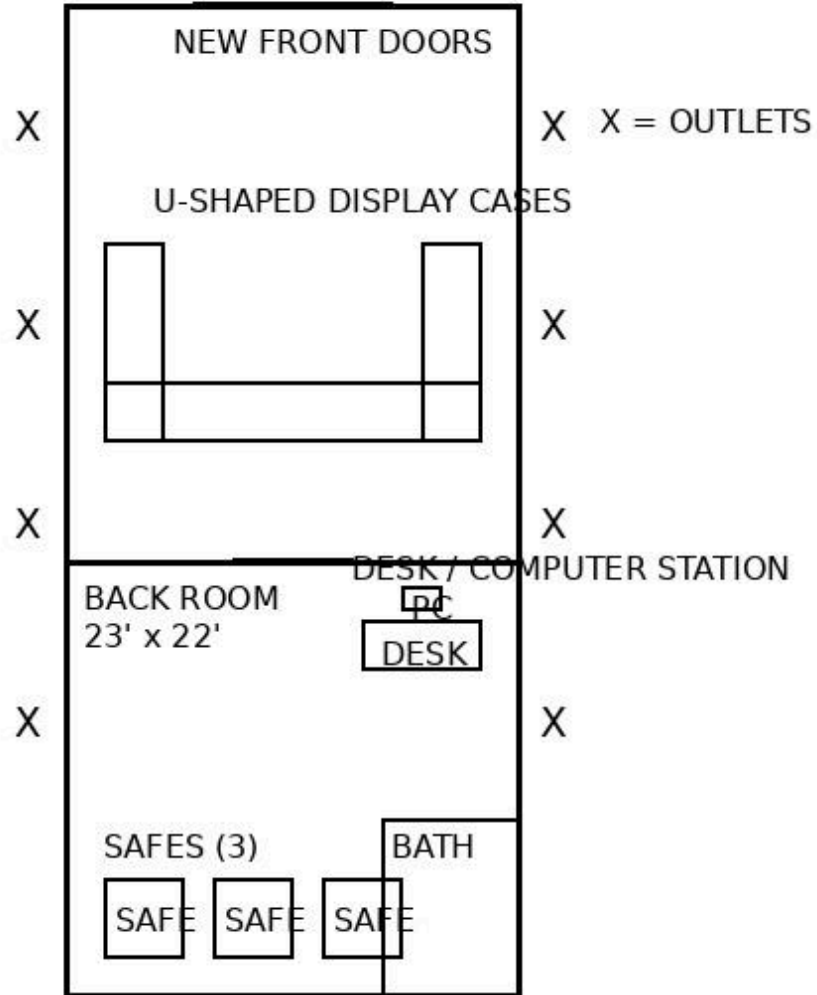
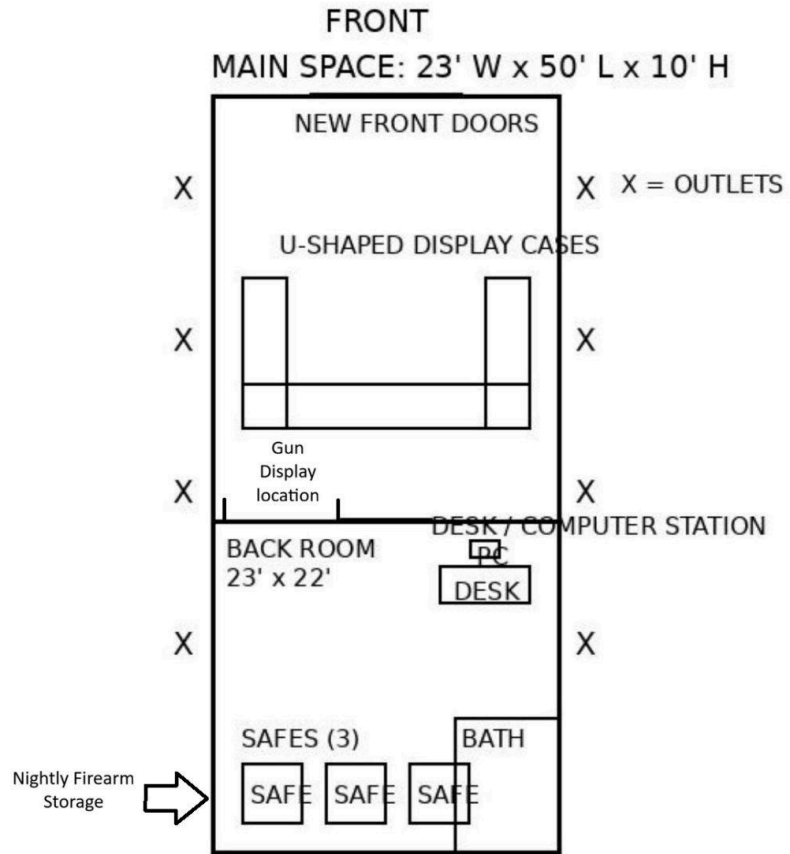


Exhibit D





DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT
Division of Planning

CITY OF SUFFOLK

442 W WASHINGTON ST , POST OFFICE BOX 1858, SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4060 FAX: (757) 514-4099

April 21, 2026

Suffolk Planning Commission
City of Suffolk, Virginia

Dear Commissioners:

Attached for your consideration is information pertaining to Chesapeake Bay Preservation Area (CBPA) Exception Request CEX2025-00012, submitted by Cameron Robinett, applicant and property owner in accordance with Section 31-415 of the Unified Development Ordinance, to grant an Exception to the development criteria and buffer area requirements of the CBPA to permit the reconstruction of a deck to encroach within the Resource Protection Area buffer, on property located at 8005 Beech Tree Court, Zoning Map 5C, parcel (1)*43. The affected area is further identified as being located in the Chuckatuck Voting Borough, zoned RL, Residential Low Density Zoning District. The 2045 Comprehensive Plan designates this area as part of the Northern Growth Area, Traditional Neighborhood Land Use Type.

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Cassidy McKelvie, the staff planner handling this case, if you have any questions in advance of the meeting.

Respectfully submitted,

Kevin Wyne, AICP
Director of Planning & Community Development

Attachments

STAFF REPORT

DESCRIPTION

EXCEPTION REQUEST: Chesapeake Bay Preservation Area (CBPA) Exception request, CEX2025-012, to grant an exception to the development criteria and buffer area requirements of the Chesapeake Bay Preservation Overlay District, established in Section 31-415 of the Unified Development Ordinance (UDO), to permit the replacement of a deck within the 100-foot Resource Protection Area (RPA) buffer.

APPLICANT: Submitted by Cameron Robinett, Cedar Island, LLC, applicant and property owner.

LOCATION: The subject property is located at 8005 Beech Tree Court, Zoning Map 5C(1), Parcel 43.

PRESENT ZONING: The subject property (T.M. 5C(1)*43) is zoned RL, Residential Low Density Zoning District and CB, Chesapeake Bay Preservation Overlay District.

EXISTING LAND USE: The subject property totals approximately 1.3 acres in size and features a single-family detached dwelling and private pier. The 100-foot RPA buffer extends from the Nansemond River and associated tidal wetlands located on the eastern side of the property.

PROPOSED LAND USE: The applicant proposes to replace an existing 175 square-foot deck with a new 85 square-foot deck within the same footprint.

SURROUNDING LAND USES:

- North: Single-family homes zoned RL, Residential Low Density Zoning District.
- South: Single-family homes zoned RL, Residential Low Density Zoning District.
- East: A tributary of the Nansemond River and associated wetlands, with the Cedar Point Golf Club beyond, zoned RL, Residential Low Density Zoning District.
- West: Single-family homes zoned RL, Residential Low Density Zoning District.

COMPREHENSIVE PLAN: The City's 2045 Comprehensive Plan designates this area as part of the Northern Growth Area, Suburban Neighborhood Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Overlay District and is designated as a Resource Management Area (RMA) and RPA.

FLOOD PLAIN: The property falls within Flood Zones X (areas of minimal flood hazard) and AE (Elevation 9, 10, and 11 feet) as shown on Flood Insurance Rate Map (FIRM) Panel 5101560038E of the City of Suffolk, Virginia 2015 Flood Map.

CASE HISTORY: The subject parcel was created in 1966, when Section One of the Cedar Point subdivision was platted. At the time the subdivision plat was approved, the current regulations for the Chesapeake Bay Preservation Overlay District had not yet been established. The existing one-story, single-family residence was built in 1987 and was constructed prior to the adoption of the Chesapeake Bay Preservation Overlay District.

In July of 2025, a CBPA Encroachment application was administratively approved for the property to construct three (3) additions to the primary structure. The encroachment permitted a maximum of 644 square feet of disturbance within the RPA buffer to construct the requested additions. Two planting units consisting of two (2) canopy trees, four (4) understory trees, and six (6) shrubs were conditioned as part of the approval to mitigate for the associated land disturbance.

Per Section 31-415(f)(2), an application for the expansion of a nonconforming principal structure may be approved by the Planning Director through an administrative review; however, this provision does not apply to accessory structures. Henceforth, the additions to the primary structure were permitted through an administrative review, and the applicant was informed that an exception request would be required for the proposed deck replacement, as it is an accessory structure.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. Notice to the applicant, containing a copy of the staff report, was also sent on April 17, 2026.

STAFF ANALYSIS

ISSUE

The applicant is requesting an exception from the regulations of the Chesapeake Bay Preservation Overlay District to encroach into the 100-foot Resource Protection Area (RPA) buffer to replace an existing 175 square-foot deck with a new 85 square-foot deck within the same footprint.

The applicant proposes 300 square-feet of land disturbance in order to demolish the existing deck and construct the new one. The applicant proposes to use a plywood barrier along the construction access path in order to avoid further land disturbance. The applicant has stated that the plywood barrier will only be in place during active construction and will not be left overnight.

In accordance with the guidance outlined in the *Riparian Buffers Modification and Mitigation Manual* (“the Buffer Manual”), for every 400 square-feet of land disturbance, one (1) planting unit is required to be placed back within the buffer. A planting unit typically consists of one (1) canopy tree, two (2) understory trees, and three (3) small shrubs. The applicant submitted a Minor Water Quality Impact Assessment (WQIA), which proposes one (1) White Ash (*Fraxinus americana*) canopy tree, one (1) Flowering Dogwood (*Cornus florida*) understory tree, one (1) Emerald Green Arborvitae (*Thuja occidentalis* ‘Smaragd’) understory tree, two (2) Gatsby Gal Oakleaf Hydrangeas (*Hydrangea quercifolia*) large shrubs, and three (3) Sweet Pepperbush (*Clethra alnifolia*) small shrubs to mitigate for the proposed disturbance. The proposed WQIA meets and exceeds the requirements of one (1) planting unit established by the Buffer Manual.

CONSIDERATIONS AND CONCLUSIONS

1. The subject parcel was platted and the existing single-family home was constructed prior to the effective date of the City’s 1990 adoption of the Chesapeake Bay Preservation Overlay District regulations. The existing residential structure and deck on the property are located within the 50-foot landward portion of the total 100-foot

RPA Buffer.

2. The Chesapeake Bay Preservation Overlay District, Section 31-415(d)(1)(A) specifies that tidal wetlands and non-tidal wetlands that are connected by surface flow and contiguous to water bodies with perennial flow are protected by a vegetated buffer area of not less than 100 feet in width located adjacent to and landward of wetlands. The subject property is bordered by the tidal waters and wetlands of the Nansemond River to the east, which have a 100-foot Resource Protection Area Buffer.
3. In accordance with Section 31-415(d)(1)(D), Buffer Area Requirements, “to minimize effects of human activities on the other components of the Resource Protection Area (RPA) Buffer, State waters, and aquatic life, a 100-foot buffer area of vegetation that is effective in retarding runoff, preventing erosion, and filtering non-point source pollution from runoff shall be retained if present and established where it does not exist.” Restoration and establishment of additional vegetation according to the Virginia Department of Conservation and Recreation (DCR) *Riparian Buffers Modification and Mitigation Manual* is required in the RPA Buffer for the additional impervious surface area. Where practical, a vegetated area that will maximize water quality protection, mitigate the effects of the buffer encroachment, and will be equal to the area of encroachment into the buffer area shall be established elsewhere on the lot or parcel.
4. The Chesapeake Bay Preservation Area Overlay District requirements were amended in November 2003 to comply with a change in state law. In accordance with Section 31-415(f)(5) of the Unified Development Ordinance, the Planning Commission shall review the request for an Exception since the proposed encroachment is for an accessory structure.
5. Per Section 31-415(f)(5) of the Chesapeake Bay Preservation Overlay District, a request for an exception to the ‘Development Criteria for Resource Protection Areas’ and ‘Buffer Area Requirements’ shall be made in writing to the Planning Commission. It shall identify the impacts of the proposed exception on water quality and on lands within the Resource Protection Area through a Water Quality Impact Assessment. The Planning Commission may grant the exception with such conditions and safeguards as deemed necessary to further the purpose and intent of the Overlay District if the following findings are made:

- a. *Granting the Exception will not confer upon the applicant any special privileges that are denied by this Ordinance to other property owners in the Preservation Area District.*

The parcel was platted and the primary structure was constructed prior to the adoption of the Chesapeake Bay Preservation Overlay District. The primary structure is located within the 100-foot RPA buffer. This exception request proposes to replace an existing 175 square-foot deck with a smaller 85 square-foot deck. Additionally, the applicant is proposing to offset the land disturbance within the RPA buffer associated with the deck replacement. This request does not confer any special privileges that have been denied to other property owners within the Preservation Area District.

- b. The exception request is not based upon conditions or circumstances that are self-created or self-imposed, nor does the request arise from conditions or circumstances either permitted or nonconforming that are related to adjacent parcels.*

The existing primary structure is located within the 100-foot RPA buffer. This exception request proposes to replace an existing 175 square-foot deck with a smaller 85 square-foot deck within the same footprint. Given that the house and deck were constructed prior to the adoption of the CBPA, and the proposed deck will be located in the same location as the prior, this exception request is not wholly based upon conditions or circumstances that are self-created or self-imposed.

- c. The exception request is the minimum necessary to afford relief.*

The applicant proposes 300 square feet of land disturbance within the RPA buffer in order to demolish the existing 175 square-foot deck and construct a new 85 square-foot deck. The applicant has minimized the proposed disturbance through the use of a temporary plywood barrier within the construction access path. No vegetation is proposed to be removed and no impacts to wetlands are proposed as part of the request. This exception request is the minimum necessary to afford relief.

- d. The exception request will be in harmony with the purpose and intent of the Overlay District; not injurious to the neighborhood or otherwise detrimental to the public welfare, and is not of substantial detriment to water quality.*

This request proposes to replace an existing 175 square-foot deck with a new 85 square-foot deck within the RPA buffer. The proposed deck is smaller than the existing deck and, therefore, will reduce the amount of impervious coverage within the RPA buffer. Additionally, the applicant has proposed an excess of one planting unit as recommended by the Buffer Manual to mitigate the proposed land disturbance. Therefore, this exception request will be in harmony with the purpose and intent of the Overlay District.

Furthermore, the reduction in impervious coverage and the addition of vegetation within the RPA buffer will be beneficial to water quality and is not expected to be injurious to the neighborhood or otherwise detrimental to the public welfare.

- e. Reasonable and appropriate conditions are imposed which will prevent the exception request from causing a degradation of water quality.*

As previously stated, this exception request proposes to decrease impervious coverage within the RPA buffer and plant mitigation vegetation in excess of what is recommended by the guidelines of the Buffer Manual. The applicant proposes to plant one (1) canopy tree, two (2) understory trees, two (2) large

shrubs, and three (3) small shrubs as shown in the attached Exhibit “B”.

RECOMMENDATION

It is staff’s opinion that the exception request to replace an existing 175 square-foot deck with an 85 square-foot deck does satisfy the criteria outlined in Section 31-4115(f)(5)(C) of the Unified Development Ordinance. Therefore, staff recommends **approval** of CEX2025-012 with the recommended conditions listed below:

1. An exception from the development criteria and buffer area requirements of the Chesapeake Bay Preservation Overlay District is granted for the property located at 8005 Beech Tree Court, Zoning Map 5C(1), Parcel 43, as further depicted in Exhibit “A”, to allow for the replacement of an existing 175 square-foot deck with a new 85 square-foot deck within the same footprint, as shown on Exhibit “B”.
2. This Chesapeake Bay Preservation Area Exception Request is granted specifically to allow a total of 300 square feet of land disturbance to encroach into the 50-foot landward portion of the overall 100-foot Resource Protection Area buffer. This approval in no way authorizes any other intrusion into the 100-foot RPA Buffer for any future construction or accessory structure.
3. A total of one (1) canopy tree, two (2) understory trees, two (2) large shrubs, and three (3) small shrubs shall be installed in accordance with the Buffer Mitigation Plan attached as Exhibit “B”.
4. A silt fence shall be installed along the limit of disturbance prior to any land disturbing activities commencing.
5. There shall be no removal of any additional vegetation within the RPA Buffer without prior approval from the City of Suffolk in accordance with Section 31-415(d)(1)D of the Unified Development Ordinance.
6. The applicant shall obtain all necessary building permits from the Division of Community Development prior to the commencement of any land disturbing or construction activities on the property.

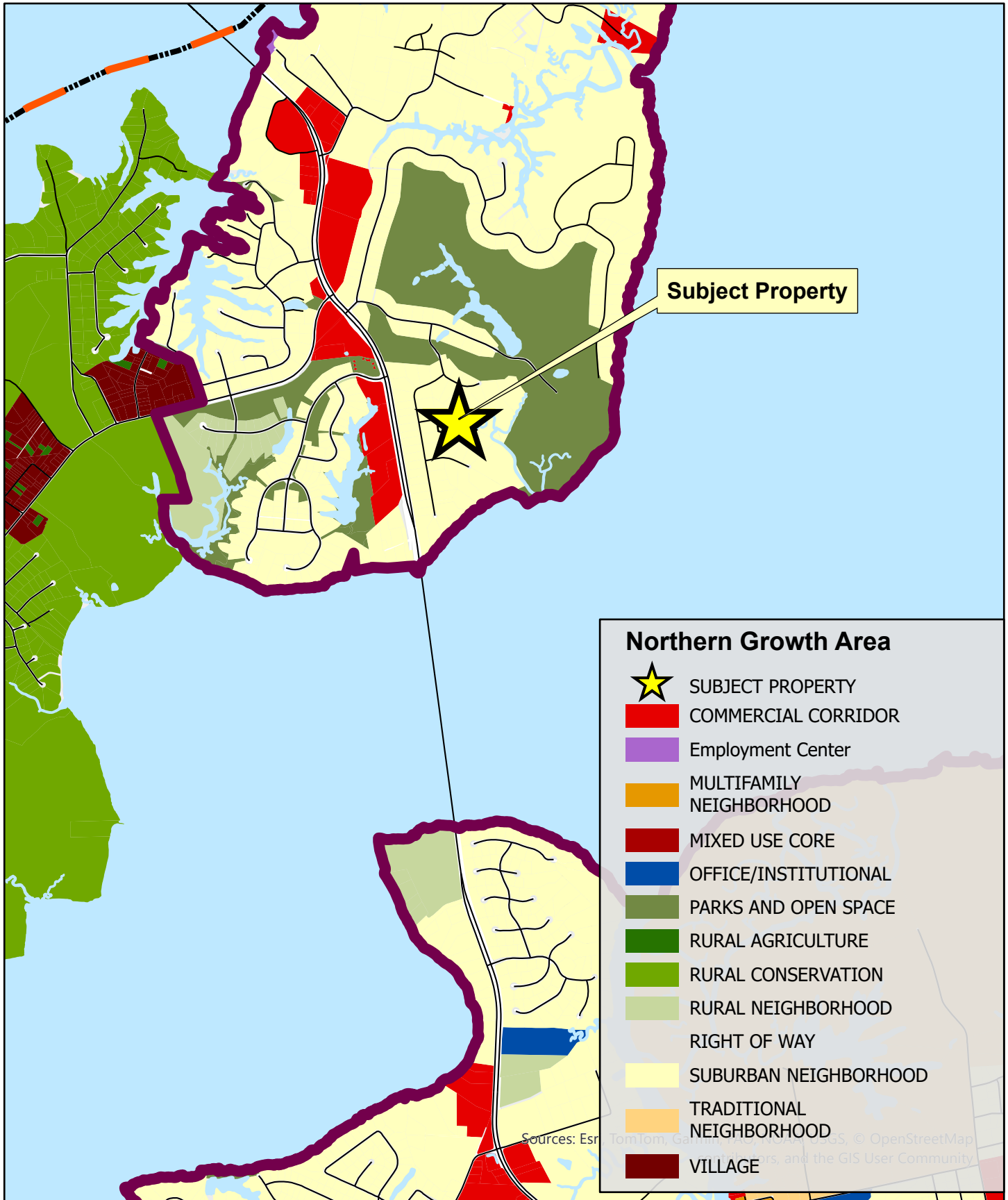
Attachments

- General Location Map
- Zoning / Land Use Map
- Applicant’s Narrative
- Application Disclosure Statement
- Planning Commission Resolution
- Exhibit A – Property Map
- Exhibit B – “CBPA Site Plan”



GENERAL LOCATION MAP

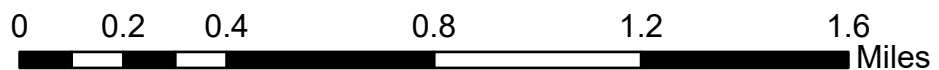
CEX2025-00012



Northern Growth Area

- SUBJECT PROPERTY
- COMMERCIAL CORRIDOR
- Employment Center
- MULTIFAMILY NEIGHBORHOOD
- MIXED USE CORE
- OFFICE/INSTITUTIONAL
- PARKS AND OPEN SPACE
- RURAL AGRICULTURE
- RURAL CONSERVATION
- RURAL NEIGHBORHOOD
- RIGHT OF WAY
- SUBURBAN NEIGHBORHOOD
- TRADITIONAL NEIGHBORHOOD
- VILLAGE

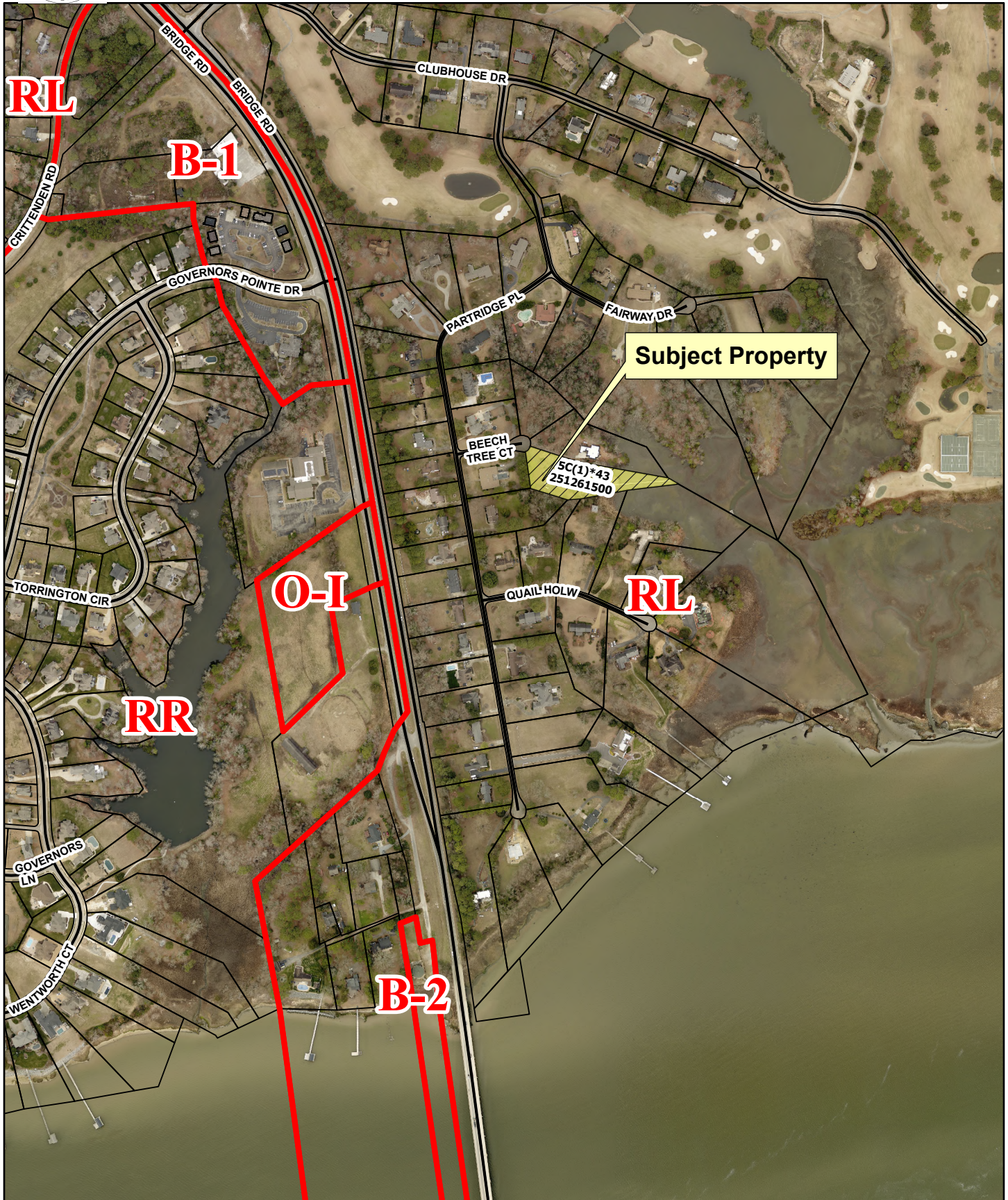
Author: KOSSAI
Date: 11-25-2025





ZONING / LAND USE MAP

CEX2025-00012



Author: KOSSAI
Date: 11-25-2025

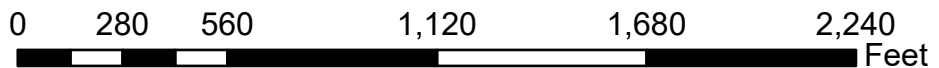


Image: Suffolk Pictometry 2024





PROJECT NARRATIVE

Lot 43, Cedar Point, Section One, P.B. 15 PG. 3
#8005 Beech Tree Court, Suffolk, VA, 23433

The owner is seeking a Chesapeake Bay Preservation Area (CBPA) exception on the residential lot known as Lot 43, of Section One, in Cedar Point, as shown on the plat of record Plat Book 15 Page 3. The existing lot was platted in 1966 and the existing house was built in 1987. This was prior to the establishment of the CBPA 'Bay Act' in 1988. The existing house is located within the landward 50-foot of the 100-foot Resource Protection Area (RPA) buffer. Avoidance to impacts to the buffer is unavoidable if any improvements are to be made to the home.

The current owner wishes to make several improvements to the house including three small home additions totaling 559 square feet. These additions have previously been approved via the encroachment process (CEN2025-00001). In addition to the home additions, the owner wishes to construct a small deck and steps totaling 85 square feet. It is with this application the owner is seeking a CBPA exception for this deck. This deck is located within the landward 50 feet of the existing 100 foot buffer.

The total amount of impervious cover after construction of the deck will only be 26.8%, which is lower than the typical maximum impervious cover of 30% within an RPA buffer.

The purpose of the 'Bay Act' is to protect and improve water quality in the Chesapeake Bay and its tributaries by requiring effective land use management practices. With this development, water quality will be improved by the construction of buffer mitigation areas onsite equal to the area of the area of disturbance, rounded to a whole unit. Buffer mitigation includes converting existing turf areas to new mulched beds with new landscaping. As part of the buffer mitigation plan for this development 400 square feet of new mulch bed will be constructed, along with 1 canopy trees, 2 understory trees, 2 large shrubs, and 3 small shrubs. Buffer mitigation areas typically provide a pollutant removal efficiency of 40%, thus enhancing water quality downstream.

City of Suffolk

Department of Planning and Community Development

DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff

Application Number:		Project Name:	
Project Address:		Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: Cedar Island, LLC c/o Mr. Cameron Robinett

Property Address(es): 8005 Beech Tree Court

Tax Map Number(s): 5C(1)*43

Account Number(s): 251261500

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: Gady Engineering Services, LLC c/o Michael S. Gaddy, PE, LS

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

Cedar Island, LLC - c/o Mr. Cameron Robinett

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES NO (select one)	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input checked="" type="checkbox"/> <input type="checkbox"/>	Townebank - Jeremy Starkey
Real Estate Broker/Agent/Realtor	<input checked="" type="checkbox"/> <input type="checkbox"/>	BHHS RW Towne - Chris Prince
Accounting/Tax Preparation	<input checked="" type="checkbox"/> <input type="checkbox"/>	Barnes & Associates - Wes Barnes
Architect/Designer/Landscape Architect/Land Planner	<input checked="" type="checkbox"/> <input type="checkbox"/>	Michael Schneskser - AIA
Construction Contractor	<input checked="" type="checkbox"/> <input type="checkbox"/>	Syncon - Scott Turner
Engineer/Surveyor/Agent	<input checked="" type="checkbox"/> <input type="checkbox"/>	Michael S. Gaddy, PE, LS
Legal Services	<input checked="" type="checkbox"/> <input type="checkbox"/>	Kaleo Legal - Jennifer Burnett

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: Cedar Island, LLC c/o Mr. Cameron Robinett, Manager (owner)
 (as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsidary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

James Cameron Robinett - Sole Manager of Cedar Island, LLC

Does the subject property have a proposed or pending purchaser? YES NO

If yes, name of the proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

PROPERTY OWNER SERVICES DISCLOSURE

The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER (Name of entity and/or individual)
	(select one)		
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Townebank - Jeremy Starkey
Real Estate Broker/Agent/Realtor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BHHS RW Towne - Chris Prince
Accounting/Tax Preparation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barnes & Associates - Wes Barnes
Architect/Designer/Landscape Architect/Land Planner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael Schneskser - AIA
Construction Contractor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Syncon - Scott Turner
Engineer/Surveyor/Agent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael S. Gaddy, PE, LS
Legal Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kaleo Legal - Jennifer Burnett

APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)	Applicant Signature	Date
J. Cameron Robinett		12.11.2025

PROPERTY OWNER CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Property Owner Name (Print)	Property Owner Signature	Date
J. Cameron Robinett		12.11.2025

"Parent-subsiidiary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

"Affiliated business entity relationship" means "a relationship, other than parent-subsiidiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

CITY OF SUFFOLK PLANNING COMMISSION
CEX2025-012

A RESOLUTION FOR A CHESAPEAKE BAY PRESERVATION AREA EXCEPTION
REQUEST FOR PROPERTY LOCATED AT 8005 BEECH TREE COURT; ZONING
MAP 5C(1), PARCEL 43, ACCOUNT NUMBER 251261500

WHEREAS, Cameron Robinett, applicant and property owner, has submitted an exception request for review pursuant to the provisions of the City of Suffolk’s Chesapeake Bay Preservation Area Overlay District Ordinance, which plans are attached hereto as Exhibit “B” and incorporated herein and hereafter referred to as the plans; and,

WHEREAS, the specific request is that an exception be granted under Section 31-415(f)(5) of the Unified Development Ordinance to permit the replacement of an existing 175 square-foot deck with a new 85 square-foot deck within the 100-foot Resource Protection Area buffer; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission:

- _____ a) finds
- _____ b) does not find

1. Granting the exception will not confer upon the applicant any special privileges that are denied by this Ordinance to other property owners in the Preservation Area District;
2. The Exception request is not based upon conditions or circumstances that are self-created or self-imposed, nor does the request arise from conditions or circumstances either permitted or nonconforming that are related to adjacent parcels;
3. The exception request is the minimum necessary to afford relief;
4. The exception request will be consistent with the purpose and the intent of the Preservation Area District, not injurious to the neighborhood or otherwise detrimental to the public welfare, and is not of substantial detriment to water quality; and
5. Reasonable and appropriate conditions are imposed which will prevent the exception request from causing a degradation of water quality.

|

READ AND ADOPTED: _____

TESTE: _____

CHESAPEAKE BAY PRESERVATION ACT EXCEPTION REQUEST

CEX2025-012

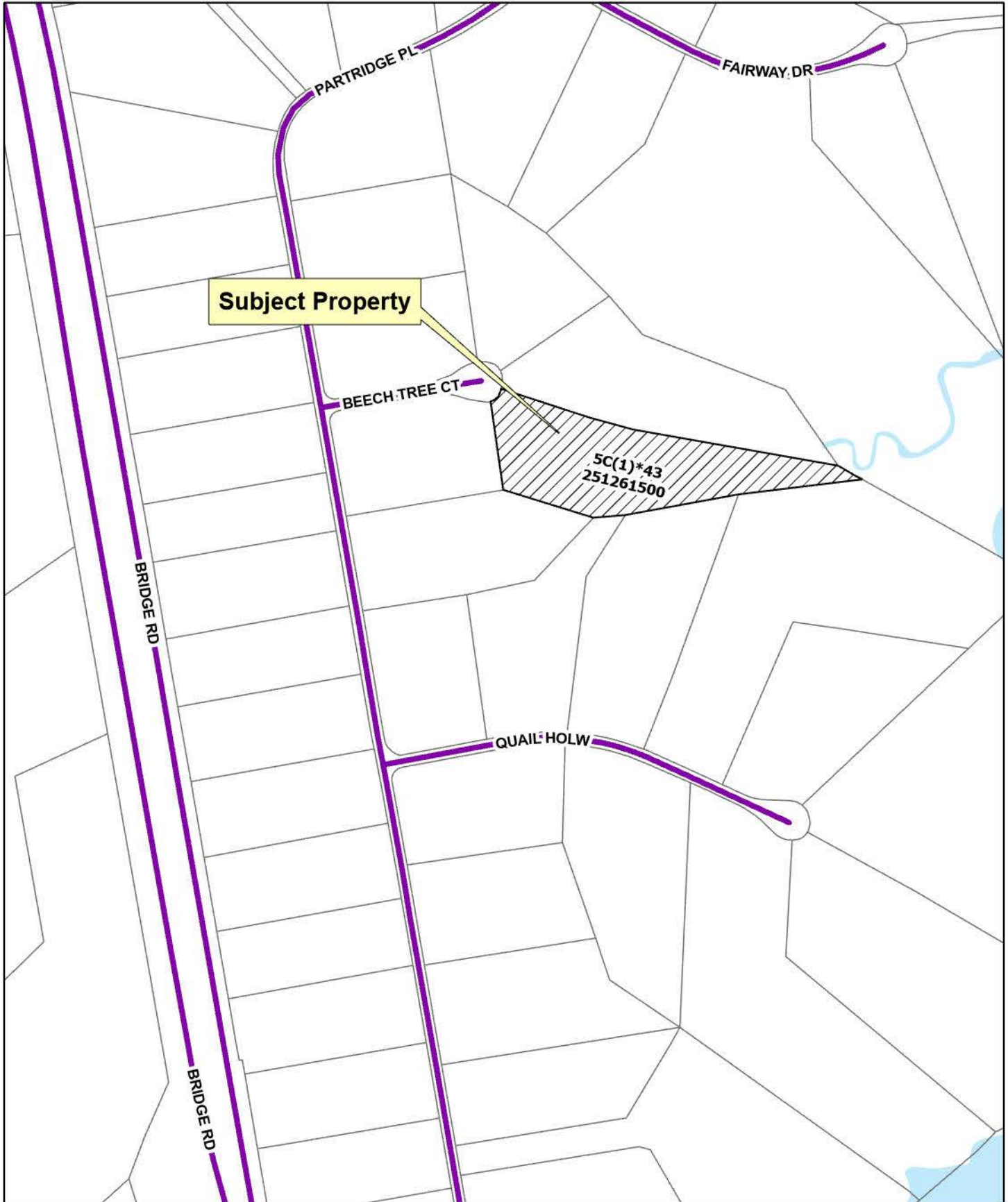
CONDITIONS

1. An exception from the development criteria and buffer area requirements of the Chesapeake Bay Preservation Overlay District is granted for the property located at 8005 Beech Tree Court, Zoning Map 5C(1), Parcel 43, as further depicted in Exhibit "A", to allow for the replacement of an existing 175 square-foot deck with a new 85 square-foot deck within the same footprint, as shown on Exhibit "B".
2. This Chesapeake Bay Preservation Area Exception Request is granted specifically to allow a total of 300 square feet of land disturbance to encroach into the 50-foot landward portion of the overall 100-foot Resource Protection Area buffer. This approval in no way authorizes any other intrusion into the 100-foot RPA Buffer for any future construction or accessory structure.
3. A total of one (1) canopy tree, two (2) understory trees, two (2) large shrubs, and three (3) small shrubs shall be installed in accordance with the Buffer Mitigation Plan attached as Exhibit "B".
4. A silt fence shall be installed along the limit of disturbance prior to any land disturbing activities commencing.
5. There shall be no removal of any additional vegetation within the RPA Buffer without prior approval from the City of Suffolk in accordance with Section 31-415(d)(1)D of the Unified Development Ordinance.
6. The applicant shall obtain all necessary building permits from the Division of Community Development prior to the commencement of any land disturbing or construction activities on the property.



PROPERTY MAP CEX2025-00012

EXHIBIT A



Author: CAUBUT
Date: 04-13-2026

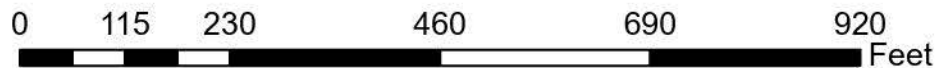
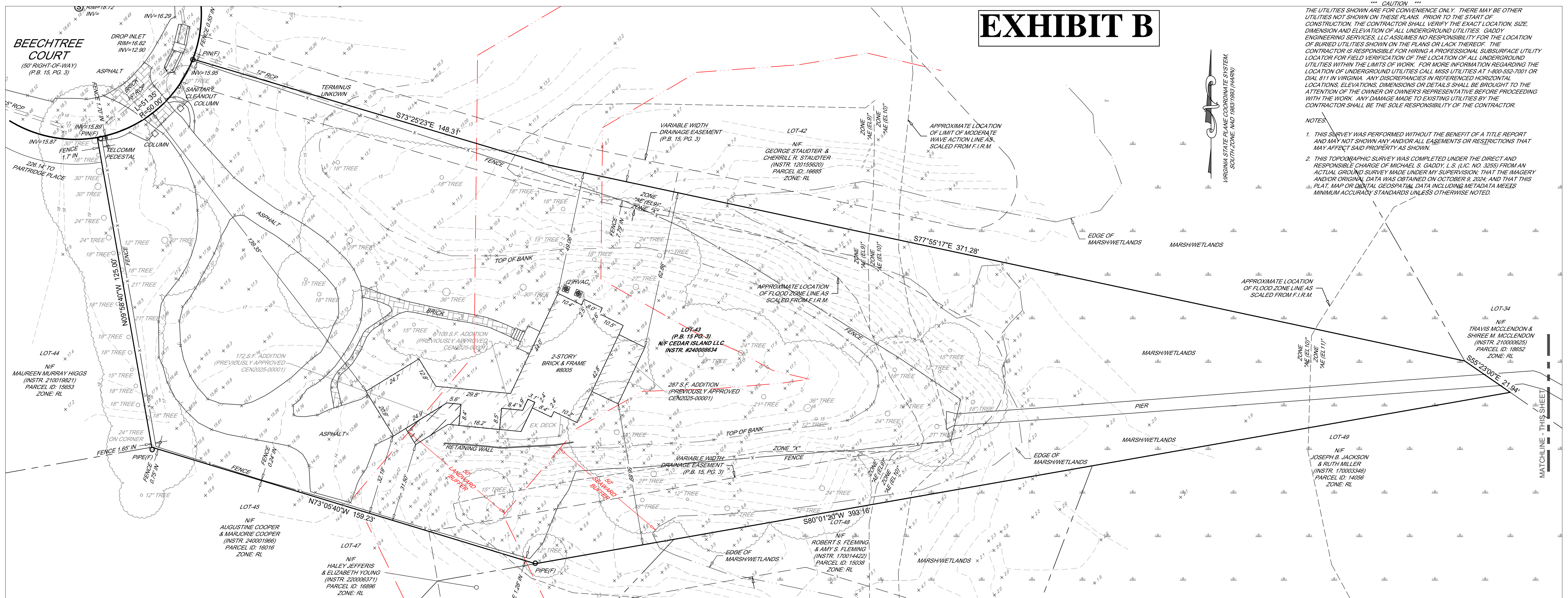
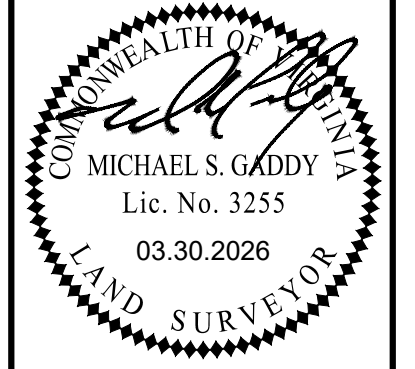


EXHIBIT B

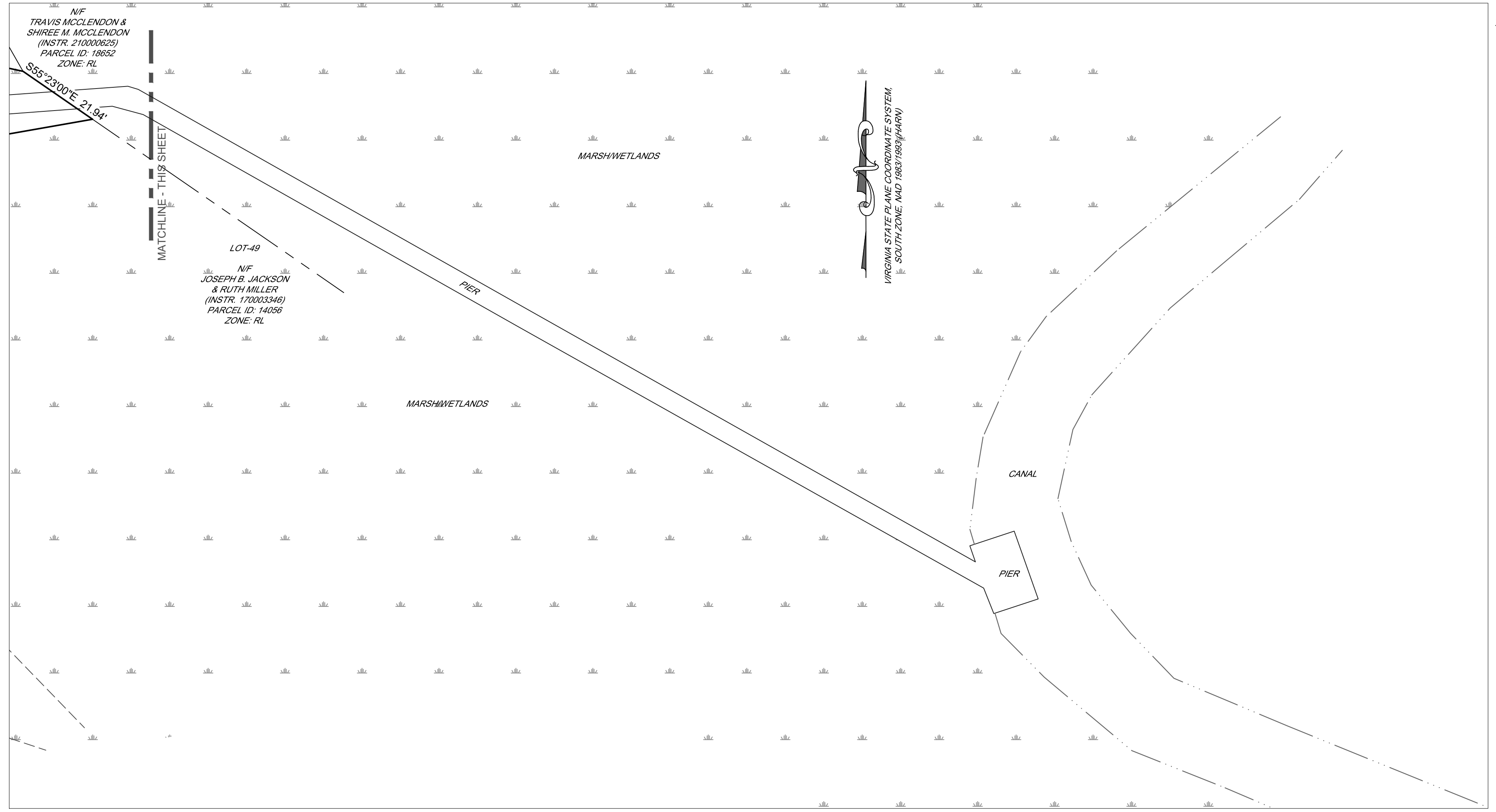


*** CAUTION ***
 THE UTILITIES SHOWN ARE FOR CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION, SIZE, DIMENSION AND ELEVATION OF ALL UNDERGROUND UTILITIES. GADDY ENGINEERING SERVICES, LLC ASSUMES NO RESPONSIBILITY FOR THE LOCATION OF BURIED UTILITIES SHOWN ON THE PLANS OR LACK THEREOF. THE CONTRACTOR IS RESPONSIBLE FOR HIRING A PROFESSIONAL SUBSURFACE UTILITY LOCATION FOR FIELD VERIFICATION OF THE LOCATION OF ALL UNDERGROUND UTILITIES WITHIN THE LIMITS OF WORK. FOR MORE INFORMATION REGARDING THE LOCATION OF UNDERGROUND UTILITIES CALL MISS UTILITIES AT 1-800-552-7001 OR DIAL 911 IN VIRGINIA. ANY DISCREPANCIES IN REFERENCED HORIZONTAL LOCATIONS, ELEVATIONS, DIMENSIONS OR DETAILS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER OR OWNER'S REPRESENTATIVE BEFORE PROCEEDING WITH THE WORK. ANY DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

NOTES:
 1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT SHOW ANY AND/OR ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN.
 2. THIS TOPOGRAPHIC SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF MICHAEL S. GADDY, L.S. (LIC. NO. 3255) FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION. THAT THE MASTERY AND/OR ORIGINAL DATA WAS OBTAINED ON OCTOBER 9, 2024, AND THAT THIS PLAN, MAP OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.



GADDY ENGINEERING SERVICES, LLC
 508 N. BIRDNECK RD., SUITE D
 VIRGINIA BEACH, VIRGINIA 23451
 CONTACT:
 MICHAEL S. GADDY, PE, LS
 757-289-5933



GENERAL NOTES

1. THE SUBDIVISION PLAT FOR THIS PROPERTY WAS RECORDED IN INSTRUMENT P.B. 15, PG. 3
2. PARCEL ACCOUNT #: 251261500
3. ZONING: RL RESIDENTIAL LOW DISTRICT
4. PROPOSED NUMBER OF DWELLING UNITS: 1 EXISTING
5. THE PROPERTY FALLS IN THE CHESAPEAKE BAY WATERSHED.
6. THE PROPERTY DOES FALL IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE FEMA NFIP FIRM FOR THE CITY OF SUFFOLK, COMMUNITY-PANEL NUMBER 5101560038E, DATED AUGUST 3, 2015. THE PROPERTY FALLS IN FLOOD ZONE X, AE (EL 9), AE (EL 11), & AE (EL 10), BASE FLOOD ELEVATION 9.0, 10.0 & 11.0 (NAVD 1988). THE EXISTING DWELLING IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA.
7. THIS PLAN IS BASED ON THE NAVD 1988 DATUM. THE CITY OF SUFFOLK CONTROL REFERENCE POINT FOR THE SURVEY AND DESIGN OF THIS PLAN IS VERTICAL CONTROL STATION DISK-101 ELEVATION = 23.9'
8. AREA OF TOTAL SITE: 57,965 S.F. OR 1.331 AC.
9. AREA OF SITE OUTSIDE OF WATER, MARSH AND WETLANDS: 46,715 S.F. OR 1.072 AC.
10. AREA OF SITE WITHIN THE RPA: 26,996 S.F. OR 0.620 AC.

OWNER:

CEDAR ISLAND, LLC
 8005 BEECH TREE COURT
 SUFFOLK, VIRGINIA 23433

CIVIL ENGINEER:

GADDY ENGINEERING SERVICES, LLC
 MICHAEL S. GADDY, PE, LS
 508 BIRDNECK RD., SUITE D.
 VIRGINIA BEACH, VIRGINIA 23451
 PH: (757)-289-5933
 EMAIL: mike.gaddy@gmail.com

SHEET INDEX

- C1 TOPOGRAPHIC SURVEY
- C2 CBPA SITE PLAN
- C3 DETAILS

TOPOGRAPHIC SURVEY
 FOR
 LOT-43
 CEDAR POINT
 SECTION ONE
 (P.B. 15, PG. 3)
 SUFFOLK, VIRGINIA

C1



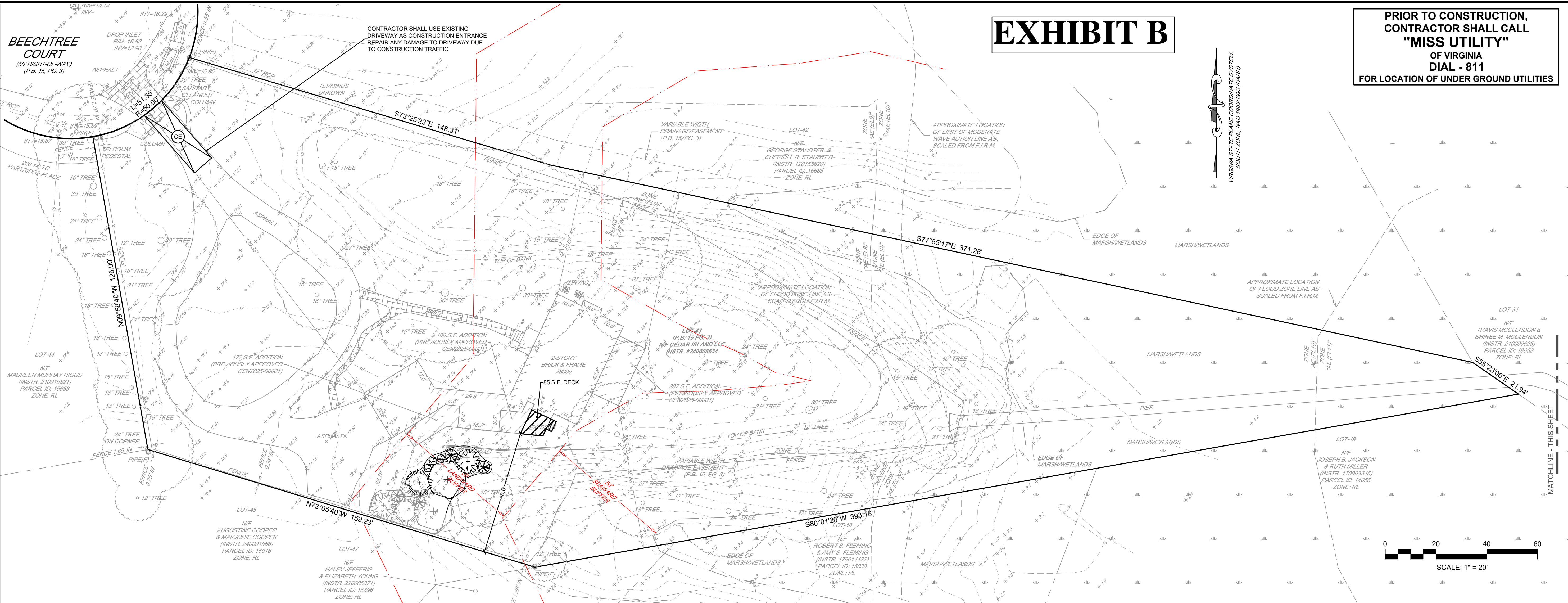
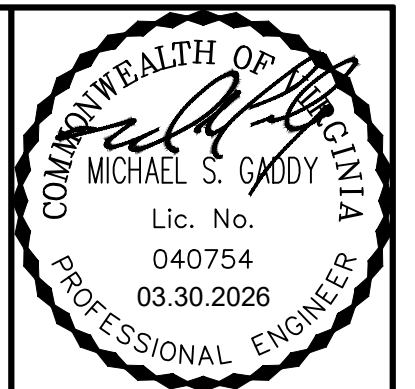


EXHIBIT B

**PRIOR TO CONSTRUCTION,
CONTRACTOR SHALL CALL
"MISS UTILITY"
OF VIRGINIA
DIAL - 811
FOR LOCATION OF UNDER GROUND UTILITIES**



GADDY
ENGINEERING SERVICES, LLC

GADDY ENGINEERING SERVICES, LLC
508 N. BIRDNECK RD., SUITE D
VIRGINIA BEACH, VIRGINIA 23451
CONTACT:
MICHAEL S. GADDY, PE, LS
757-289-5933

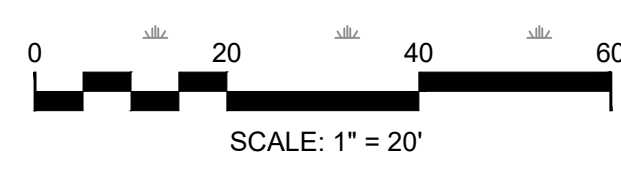
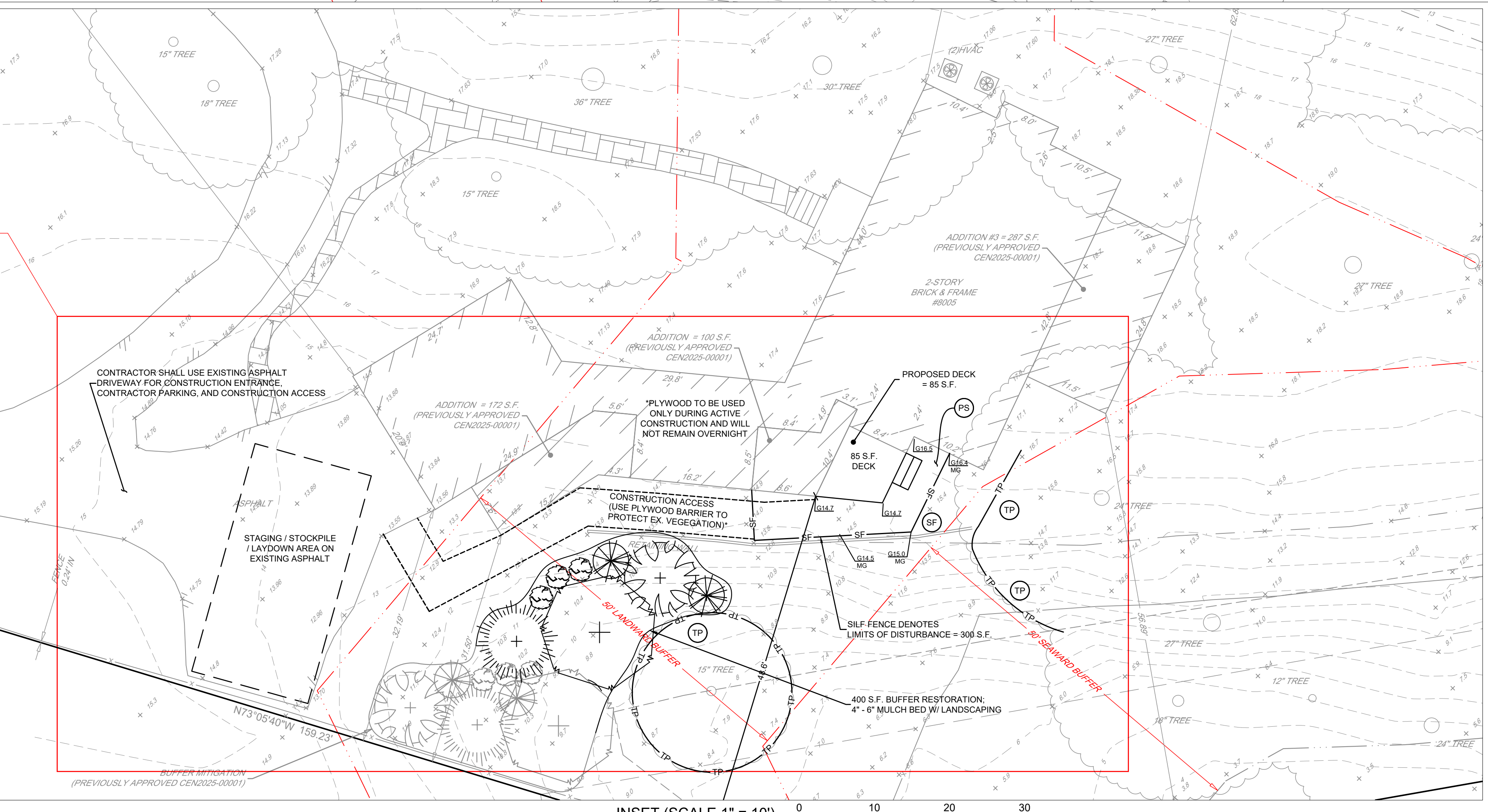


Exhibit B - Inset



GENERAL NOTES

- THE SUBDIVISION PLAT FOR THIS PROPERTY WAS RECORDED IN INSTRUMENT P.B. 15, PG. 3
- PARCEL ACCOUNT #: 251261500
- ZONING: RL RESIDENTIAL LOW DISTRICT
- PROPOSED NUMBER OF DWELLING UNITS: 1 EXISTING
- THE PROPERTY FALLS IN THE CHESAPEAKE BAY WATERSHED.
- THE PROPERTY DOES FALL IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE FEMA NFIP FIRM FOR THE CITY OF SUFFOLK, COMMUNITY-PANEL NUMBER 5101560038E, DATED AUGUST 3, 2015. THE PROPERTY FALLS IN FLOOD ZONE X, AE (EL 9), AE (EL 10), & AE (EL 11), BASE FLOOD ELEVATION 9.0', 10.0' & 11.0' (NAVD 1988). THE EXISTING DWELLING IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA.
- THIS PLAN IS BASED ON THE NAVD 1988 DATUM. THE CITY OF SUFFOLK CONTROL REFERENCE POINT FOR THE SURVEY AND DESIGN OF THIS PLAN IS VERTICAL CONTROL STATION DISK-101 ELEVATION = 23.9'.
- AREA OF TOTAL SITE: 57,965 S.F. OR 1.331 AC.
- AREA OF SITE OUTSIDE OF WATER, MARSH AND WETLANDS: 46,715 S.F. OR 1.072 AC.
- AREA OF SITE WITHIN THE RPA: 26,996 S.F. OR 0.620 AC.
- IMPERVIOUS AREAS:
PRE-DEVELOPMENT - 7,136 S.F. OR 12.3% OF TOTAL SITE, OR 26.4% OF SITE OUTSIDE OF WATER, MARSH, OR WETLANDS
POST-DEVELOPMENT - 7,221 S.F. OR 12.5% OF TOTAL SITE, OR 26.8% OF SITE OUTSIDE OF WATER, MARSH, OR WETLANDS
- AREA OF LAND DISTURBANCE: 300 S.F. OR 0.01 AC.
- SUMMARY OF NEW IMPERVIOUS AREA WITHIN RPA BUFFER: 121 S.F. OF NEW IMPERVIOUS
EX. IMPERVIOUS AREA TO BE REMOVED = 175 S.F. (INCLUDES EX. DECK = 175 S.F. REMOVED)
PROPOSED IMPERVIOUS AREA TO BE BUILT: = 85 S.F. (INCLUDES NEW DECK = 85 S.F.)
- PROPOSED BUFFER MITIGATION UNITS = 100% X AREA OF DISTURBANCE = 300 S.F. (1 UNIT)

LANDSCAPING REQUIRED: MINOR WATER QUALITY IMPACT ASSESSMENT

BUFFER RESTORATION UNIT = 1 UNIT / 400 S.F.
TOTAL BUFFER RESTORATION REQ'D = 400 S.F. (1 UNIT)

LANDSCAPING PROVIDED:

- 1 CANOPY TREES
- 2 UNDERSTORY TREES
- 2 LARGE SHRUBS
- 3 SMALL SHRUBS

DENOTES CANOPY TREE (DECIDUOUS)
 (1) White Ash - Fraxinus americana - 2" Caliper
 DENOTES UNDERSTORY TREE (DECIDUOUS)
 (1) Flowering Dogwood - Cornus florida - 1-1 1/2" Caliper
 DENOTES UNDERSTORY TREE (EVERGREEN)
 (1) Emerald Green Arborvitae - Thuja occidentalis 'Smaragd' 1"-1 1/2" Caliper
 DENOTES SMALL SHRUB
 (3) Sweet Pepperbush - Clethra alnifolia, 12" - 18"
 DENOTES LARGE SHRUB
 (2) Gatsby Gal Oakleaf Hydrangea - Hydrangea quercifolia, 24"

GRADING LEGEND

G	FINISH GRADE
GV	GRAVEL
FF	FINISH FLOOR
MG	MATCH GRADE
C	CONCRETE

CBPA SITE PLAN FOR LOT-43 CEDAR POINT SECTION ONE (P.B. 15, PG. 3) SUFFOLK, VIRGINIA

PROPOSED BUFFER MITIGATION UNITS = 100% X AREA OF DISTURBANCE = 300 S.F. (1 UNIT)

EXHIBIT B - Inset

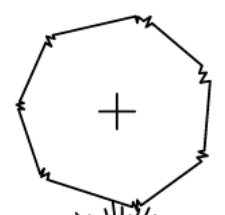
LANDSCAPING REQUIRED:

MINOR WATER QUALITY IMPACT ASSESSMENT

BUFFER RESTORATION UNIT = 1 UNIT / 400 S.F.
 TOTAL BUFFER RESTORATION REQ'D = 400 S.F. (1 UNIT)

LANDSCAPING PROVIDED:

- 1 CANOPY TREES
- 2 UNDERSTORY TREES
- 2 LARGE SHRUBS
- 3 SMALL SHRUBS



DENOTES CANOPY TREE (DECIDUOUS)
 (1) White Ash - Fraxinus americana - 2" Caliper



DENOTES UNDERSTORY TREE (DECIDUOUS)
 (1) Flowering Dogwood - Cornus florida - 1 - 1 1/2" Caliper



DENOTES UNDERSTORY TREE (EVERGREEN)
 (1) Emerald Green Arborvitae - Thuja occidentalis 'Smaragd' - 1" - 1 1/2" Caliper



DENOTES SMALL SHRUB
 (3) Sweet Pepperbush - Clethra alnifolia, 12" - 18"



DENOTES LARGE SHRUB
 (2) Gatsby Gal Oakleaf Hydrangea - Hydrangea quercifolia, 24"

CONTRACTOR SHALL USE EXISTING ASPHALT DRIVEWAY FOR CONSTRUCTION ENTRANCE, CONTRACTOR PARKING, AND CONSTRUCTION ACCESS

ADDITION = 172 S.F. (PREVIOUSLY APPROVED CEN2025-00001)

*PLYWOOD TO BE USED ONLY DURING ACTIVE CONSTRUCTION AND WILL NOT REMAIN OVERNIGHT

PROPOSED DECK = 85 S.F.

CONSTRUCTION ACCESS (USE PLYWOOD BARRIER TO PROTECT EX. VEGETATION)*

85 S.F. DECK

SILF FENCE DENOTES LIMITS OF DISTURBANCE = 300 S.F.

400 S.F. BUFFER RESTORATION; 4" - 6" MULCH BED W/ LANDSCAPING

GRADING LEGEND	
G	FINISH GRADE
GV	GRAVEL
FF	FINISH FLOOR
MG	MATCH GRADE
C	CONCRETE

INSET (SCALE 1" = 10')

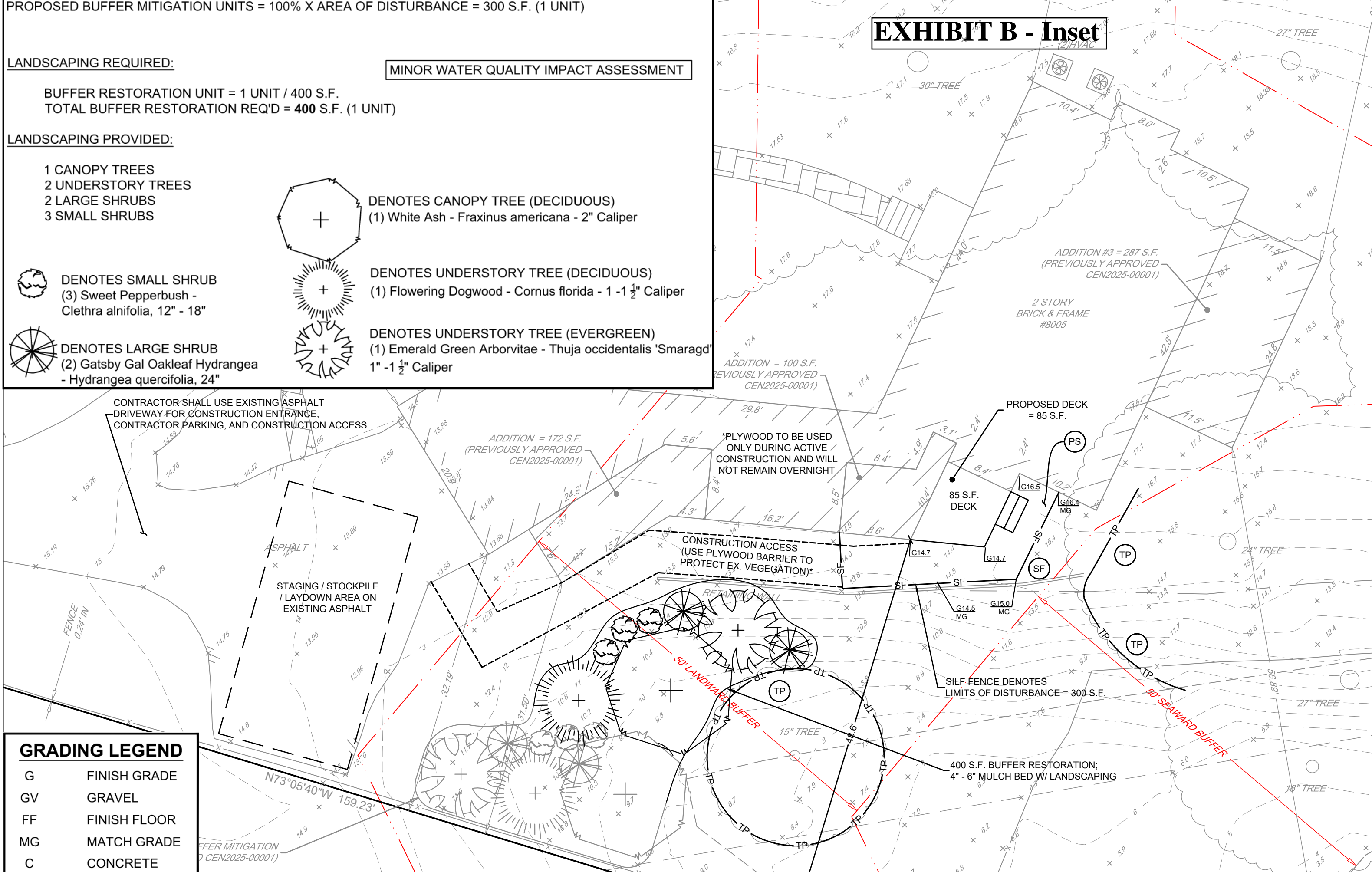
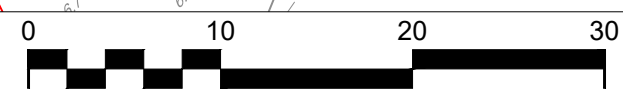


EXHIBIT B

LANDSCAPING SPECIFICATIONS

SECTION 1 - TREES, SHRUBS, GROUNDCOVER

PART 1 - GENERAL

THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, ETC., NECESSARY TO COMPLETE ALL PLANTING AS SHOWN ON THE DRAWING, AS SPECIFIED HEREIN AND/OR AS REQUIRED BY JOB CONDITIONS. THE WORK IN GENERAL INCLUDES, BUT IS NOT LIMITED TO: (1.) PROVIDE ALL PLANT MATERIAL AS INDICATED; (2.) EXCAVATION OF TREE PITS, (3.) TOPSOIL BACKFILL FOR TREE PITS (4.) FERTILIZING, GUYING, WRAPPINGS (5.) MAINTENANCE AND GUARANTEE (6.) ALL OTHER ITEMS NECESSARY TO MAKE WORK COMPLETE.

THE OWNER SHALL NOTIFY THE CONTRACTOR WHEN OTHER DIVISIONS OF THE WORK HAVE PROGRESSED SUFFICIENTLY TO COMMENCE WORK OF PLANTING OPERATION. THEREAFTER, PLANTING OPERATIONS SHALL BE CONDUCTED UNDER THE BEST WEATHER CONDITIONS DURING THE NEXT SEASON OR SEASONS, WHICH ARE NORMAL FOR SUCH WORK. REMOVAL OF ROCK AND OTHER UNDERGROUND OBSTRUCTIONS, RELOCATION OR CONSTRUCTION, AND PROVISION OF DRAINAGE FOR PLANTING AREAS SHALL BE DONE ONLY AS DIRECTED BY THE OWNER.

NURSERY STOCK SHALL BE FULLY GUARANTEED FOR ONE FULL YEAR AFTER OWNER HAS ISSUED ACCEPTANCE. ALL PLANTS THAT FAIL TO MAKE NEW GROWTH FROM A DORMANT CONDITIONS OR THAT DIE DURING THE FIRST YEAR AFTER PLANTING, SHALL BE REPLACED. ALL REPLACEMENTS SHALL CONFORM TO THE ORIGINAL SPECIFICATIONS AS TO SIZE AND TYPE. ALL GUARANTEES ARE PREDICATED ON THE ASSURANCE THAT THE OWNER HAS PROPERLY CARED FOR ALL PLANTS AFTER THE CONTRACTOR HAS BEEN RELEASED FROM HIS/HER MAINTENANCE OBLIGATIONS. IN THE EVENT THAT REPLACEMENT SHALL ARISE OVER THE REPLACEMENT OF ANY PLANT, THE DECISION OF THE LANDSCAPE ARCHITECT SHALL BE FINAL. ALL COSTS OF REPLACEMENTS SHALL BE BORNE BY THE CONTRACTOR.

PART 2 - PRODUCTS

- THE CONTRACTOR SHALL SUPPLY NECESSARY QUANTITIES OF TOPSOIL. THE CONTRACTOR MAY USE TOPSOIL AFTER SECURING THE SOIL TEST (V 1.1) AND APPLYING RECOMMENDED TREATMENT. TOPSOIL SHALL BE FRIABLE, FERTILE, FINE LOAM OF OTHER CHARACTERIZATIONS TYPICAL OF TOPSOIL OF LOCALITY, FREE OF NOXIOUS WEEDS, STONES LARGER THAN ONE HALF INCH, AND ALL OTHER DELETERIOUS MATERIAL.

- FERTILIZER SHALL BE 10-10-10 FORMULA, OF A RECOGNIZED MANUFACTURER OF COMMERCIAL FERTILIZER AND SHALL CONFORM TO THE APPLICABLE STATE AND LOCAL FERTILIZER LAWS. IT SHALL BE UNIFORM IN COMPOSITION, DRY AND FREE FLOWING SHALL NOT BE STORED IN DIRECT CONTACT WITH THE GROUND AND SHALL BE DELIVERED TO THE SITE IN THE ORIGINAL, UNOPENED CONTAINERS, BEARING THE MANUFACTURER'S GUARANTEED ANALYSIS. AZALEA & CAMELLIA FERTILIZER SHALL BE AZALEA AND CAMELLIA SPECIAL, OF A RECOGNIZED MANUFACTURER.

- STAKES FOR SUPPORTING TREES SHALL BE 2X2 INCH SQUARE BY 8 FEET LONG AND SHALL BE TREATED, SOUND WOOD, OR METAL RIBBED-BACK STAKES. WIRE FOR FASTENING TREES TO STAKES SHALL BE 12-GAUGE PLAIN GALVANIZED IRON. HOSE TO ENCASE THE GUY WIRES OR WIRES USED FOR FASTENING TREES TO STAKES SHALL BE NEW OR USED 2-PLY REINFORCED RUBBER GARDEN HOSE.

- PEAT MOSS SHALL BE BROWN, WITH AN ACID REACTION 5 ½ TO 7 PH; LOW IN CONTENT OF WOODY MATERIAL AND FREE OF MATERIAL MATTER HARMFUL TO PLANT LIFE; WATER ABSORBING CAPACITY SHALL BE 100 TO 200 PERCENT.

- THE CONTRACTOR SHALL MAKE, AT HIS/HER EXPENSE, WHATEVER ARRANGEMENT MAY BE NECESSARY TO ENSURE AN ADEQUATE SUPPLY OF WATER TO MEET THE NEEDS OF THIS CONTRACT.

- MULCH SHALL BE CLEAN COARSE SHREDDED HARDWOOD MULCH OF APPROVED KIND AS GENERALLY AVAILABLE AT LOCAL MARKETS, APPLIED AT A MINIMUM OF 3 INCHES IN DEPTH OVER ALL BEDS, SHRUBS AND TREE PLANTINGS, EXCEPT THAT WHERE SLOPE INDICATE LIKELIHOOD OF WASH, CLEAN BALED WHEAT STRAW SHALL BE USED. AT DRAINAGE DISPERSION POINTS OR ALONG NATURAL WATERWAYS WHERE CONCENTRATION OF SURFACE WATER EMPTY FROM CULVERT OR PAVED DITCH, SOIL SAVER OR OTHER HEAVY JUTE MESS SHALL BE INSTALLED IN APPROVED MANNER AND TO SUCH EXTENT AS WILL PREVENT EROSION. ALL AZALEA AND CAMELLIA PLANTING BEDS SHALL REQUIRE ONE INCH OF PINE STRAW MULCH UNDER THE 3 INCHES OF BARK MULCH.

- THE NAMES OF PLANTS REQUIRED UNDER THIS CONTRACT CONFORM TO THOSE GIVEN IN STANDARDIZED PLANT NAMES, 1942 EDITION, PREPARED BY THE AMERICAN JOINT COMMITTEE ON HORTICULTURAL NOMENCLATURE. NAMES OF VARIETIES NOT INCLUDED THEREIN CONFORM GENERALLY WITH NAMES ACCEPTED IN THE NURSERY TRADE. PLANTS SHALL HAVE A HABIT OF GROWTH THAT IS NORMAL FOR THE SPECIES AND SHALL BE SOUND, HEALTHY, AND VIGOROUS, WITH WELL DEVELOPED ROOT SYSTEMS, FREE FROM INSECT PESTS, PLANT DISEASES AND INJURIES. ALL PLANTS SHALL BE EQUAL OR EXCEED THE MEASUREMENTS SPECIFIED IN THE PLANT LIST, WHICH ARE MINIMUM ACCEPTABLE SIZES. TREES SHALL BE UNUSUALLY PRUNED ONLY AS NOTED. ANY NECESSARY PRUNING SHALL BE DONE AT TIME OF PLANTING. HOWEVER, NO PLANT SUPPLIED UNDER THIS CONTRACT SHALL BE PRUNED BACK TO SUCH EXTENT THAT IT NO LONGER MEETS SPECIFICATIONS. REQUIREMENTS FOR THE MEASUREMENT, BRANCHING, GRADING, QUALITY, BALLING, AND BURLAPPING OF PLANS IN THE PLANT LIST GENERALLY FOLLOW THE CODE OF STANDARD CURRENTLY RECOMMENDED BY THE AMERICAN STANDARD FOR NURSERY STOCK. SUBSTITUTIONS SHALL BE LIMITED ONLY UPON SUBMISSION OF PROOF THAT ANY PLANT IS NOT OBTAINABLE AND AUTHORIZATION BY THE OWNER MUST BE OBTAINED. A CHANGE ORDER SHALL BE PROVIDED FOR USE OF THE NEAREST EQUIVALENT OBTAINABLE SIZE OR VARIETY OF PLANT HAVING THE SAME ESSENTIAL CHARACTERISTICS WITH AN EQUITABLE ADJUSTMENT OF CONTRACT PRICE.

- BALLED AND BURLAPPED PLANTS (B&B) SHALL BE DUG WITH FIRM, NATURAL BALLS OF EARTH OF SUFFICIENT DIAMETER AND DEPTH TO ENCOMPASS THE FIBROUS AND FEEDING ROOT SYSTEM NECESSARY FOR FULL RECOVERY OF THE PLANT. BALLS SHALL BE FIRMLY WRAPPED WITH BURLAP OR SIMILAR MATERIAL AND BOUND WITH TWINE OR CORD. ALL PLANTS INJURED OR WITH ROOT BALLS BROKEN DURING PLANTING OPERATIONS WILL BE REJECTED. THE B&B PLANTS THAT CANNOT BE PLANTED IMMEDIATELY ON DELIVERY SHALL BE COVERED WITH MOIST SOIL OR MULCH, OR OTHER PROTECTION FROM DRYING WINDS AND SUN. BARE ROOTED PLANTS (BR) SHALL BE PLANTED OR HEELED IN IMMEDIATELY UPON DELIVERY. ALL PLANTS SHALL BE WATERED AS NECESSARY UNTIL PLANTED.

PART 3 - EXECUTION

NEW PLANTING SHALL BE LOCATED WHERE SHOWN ON THE PLAN EXCEPT WHERE OBSTRUCTIONS BELOW GROUND ARE ENCOUNTERED OR WHERE CHANGES HAVE BEEN MADE. ONLY AFTER APPROVAL BY THE OWNER. REASONABLE CARE SHALL BE EXERCISED TO HAVE PLANTING PITS DUG AND SOIL PREPARED PRIOR TO MOVING PLANTS TO THEIR RESPECTIVE LOCATIONS TO ENSURE THAT THEY WILL BE UNUSUALLY PRUNED ONLY AS NOTED. ANY NECESSARY PRUNING SHALL BE DONE AT TIME OF PLANTING. HOWEVER, NO PLANT SUPPLIED UNDER THIS CONTRACT SHALL BE PRUNED BACK TO SUCH EXTENT THAT IT NO LONGER MEETS SPECIFICATIONS. REQUIREMENTS FOR THE MEASUREMENT, BRANCHING, GRADING, QUALITY, BALLING, AND BURLAPPING OF PLANS IN THE PLANT LIST GENERALLY FOLLOW THE CODE OF STANDARD CURRENTLY RECOMMENDED BY THE AMERICAN STANDARD FOR NURSERY STOCK. SUBSTITUTIONS SHALL BE LIMITED ONLY UPON SUBMISSION OF PROOF THAT ANY PLANT IS NOT OBTAINABLE AND AUTHORIZATION BY THE OWNER MUST BE OBTAINED. A CHANGE ORDER SHALL BE PROVIDED FOR USE OF THE NEAREST EQUIVALENT OBTAINABLE SIZE OR VARIETY OF PLANT HAVING THE SAME ESSENTIAL CHARACTERISTICS WITH AN EQUITABLE ADJUSTMENT OF CONTRACT PRICE.

SOIL USED IN PLANTING SHALL EITHER BE TOPSOIL OR SUITABLE EXISTING SOIL, WHICH SHALL BE THOROUGHLY MIXED WITH ONE-HALF PART PEAT AND ONE HALF PART MANURE TO TWO PARTS OF SOIL. VERY POOR SOIL, GRAVE, HAROPAN, OR OTHER SOIL INJURIOUS TO PLANTS SHALL NOT BE USED. EXCEPT FOR ERICACEOUS PLANTS, VERY ACID OR SOUR SOIL (HAVING A PH OF LESS THAN 6) SHALL BE THOROUGHLY MIXED WITH SUFFICIENT LIME TO PRODUCE A SLIGHTLY ACID REACTION (PH OF 6 TO 6.5.) FOR CAMELLIA PLANTING, SUBSTITUTE AZALEA-CAMELLIA FERTILIZER IN LIEU OF 10-10-10 COMMERCIAL FERTILIZERS.

ALL PLANTS SHALL BE PLANTED UPRIGHT AND FACED TO GIVE THE BEST APPEARANCE OR RELATIONSHIP TO ADJACENT STRUCTURES. NO BURLAP SHALL BE PULLED OUT FROM UNDER BALLS. ROOTS SHALL BE SPREAD IN THEIR NORMAL POSITION. ALL BROKEN OR FRAVED ROOTS SHALL BE CUT OFF CLEANLY. TREES SHALL BE SUPPORTED IMMEDIATELY AFTER PLANTING. ALL TREES SHALL BE STAKED. WIRE SHALL BE ENCASED IN HOSE TO PREVENT DIRECT CONTACT WITH BARK OF THE TREE AND SHALL BE PLACED AROUND THE TRUNK IN SINGLE OR DOUBLE WIRE. WIRE STAKES SHALL BE EQUALLY SPACED ABOUT EACH TREE AND SHALL BE DRIVEN VERTICALLY INTO THE GROUND TO A DEPTH OF 2 ½ TO 3 FEET IN SUCH MANNER AS NOT TO INJURE THE BALL OR ROOTS.

SHRUB PITS SHALL BE CARRIED TO A DEPTH OF 15 TO 18 INCHES. GROUND COVER SHALL BE PLANTED IN BEDS HAVING A MINIMUM DEPTH OF 6 INCHES. THE PREPARED SOIL USED SHALL BE THOROUGHLY MIXED WITH ONE-THIRD PEAT, WITH 40 LBS. OF FERTILIZER (10-10-10) PER 1000 SQUARE FEET OF BED, AND LIGHTLY COMPACTED. PLANTS SHALL BE EVENLY SPACED AND SET TO FINISHED GRADE LEVEL. AFTER SETTLEMENT. ALL PLANTS SHALL BE MULCHED WITH A MINIMUM OF 3 INCH LAYER OF SHREDDED HARDWOOD MULCH WITHIN TWO DAYS AFTER PLANTING. THIS MULCH SHALL ENTIRELY COVER THE PLANTING PIT, BED, OR SAUCER AROUND EACH PLANT. AT THE TIME OF PLANTING EACH PLANT AND THE SOIL AROUND IT SHALL BE THOROUGHLY SATURATED WITH WATER AND AS MANY TIMES LATER AS SEASONABLE CONDITIONS REQUIRE UNTIL ACCEPTANCE OF THE WORK. CARE SHOULD BE EXERCISED WHEN WATERING TO AVOID FLOODING OF PLANTS AND BEDS, DISPLACEMENT OF MULCH MATERIAL AND EROSION OF SOIL. AVOID USE OF HIGH-PRESSURE HOSES. AFTER ALL OTHER WORK IS COMPLETE, BARK MULCH SHALL BE SPREAD TO A DEPTH OF 3 INCHES MINIMUM AROUND ALL PLANTING BEDS.

MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER PLANTING. NEW PLANTINGS SHALL BE PROTECTED AND MAINTAINED FOR A PERIOD OF 10 WEEKS AFTER FINAL ACCEPTANCE OF THE WORK BY THE OWNER. MAINTENANCE SHALL INCLUDE WATERING, WEEDING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RESETTING PLANTS TO PROPER GRADES OR UPRIGHT POSITION, RESTORATION OF PLANTING SAUCER, AND OTHER NECESSARY OPERATIONS. PROPER PROTECTION TO EXISTING LAWN AREAS SHALL BE PROVIDED AND ANY DAMAGE RESULTING FROM PLANTING OPERATIONS SHALL BE REPAIRED PROMPTLY. ADEQUATE PROTECTION FOR LAWN AREA AGAINST TRESPASSING DURING PLANTING OPERATIONS AND AGAINST DAMAGE OF ANY KIND SHALL BE PROVIDED. NOTHING IN THESE SPECIFICATIONS IS INTENDED TO RELIEVE THE CONTRACTOR OF HIS/HER RESPONSIBILITY TO REPAIR EXISTING LAWN AREAS DAMAGED BY WORKMEN ENGAGED IN THE COMPLETION OF THIS PROJECT.

INSPECTION OF THE WORK TO DETERMINE COMPLETION OF THE CONTRACT EXCLUSIVE OF THE POSSIBLE REPLACEMENT OF PLANTING WILL BE MADE BY THE LANDSCAPE ARCHITECT AT THE CONCLUSION OF THE INSTALLATION PERIOD UPON WRITTEN NOTICE REQUESTING SUCH INSPECTION. CONTRACTOR SHALL SUBMIT REQUEST TO THE OWNER AT LEAST 10 DAYS PRIOR TO THE ANTICIPATED DAY FOR INSPECTION. IF INSPECTION IS REQUIRED, THE CONTRACTOR WILL BE NOTIFIED IN WRITING BY THE OWNER OF ACCEPTANCE OF THE WORK. EXCLUSIVE OF THE POSSIBLE REPLACEMENT OF PLANTS SUBJECT TO QUANTITY, OR, IF THERE ARE ANY DEFICIENCIES, THE CONTRACTOR WILL BE NOTIFIED OF THE REQUIREMENTS NECESSARY FOR COMPLETION OF THE WORK.

SECTION 2 - LAWNS

PART 1 - GENERAL

THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, ETC., NECESSARY TO COMPLETE ALL SEEDING AND/OR SODDING AS SHOWN ON THIS DRAWING, AS SPECIFIED HEREIN AND/OR AS REQUIRED BY JOB CONDITIONS. THE WORK IN GENERAL INCLUDES BUT IS NOT LIMITED TO: (1.) SOIL PREPARATION (2.) LAYING SOD AND/OR SEEDING LAWNS AND OTHER INDICATED AREAS (3.) MULCHING (4.) ALL OTHER ITEMS NECESSARY TO MAKE WORK COMPLETE.

THE CONTRACTOR SHALL NOTIFY OWNER OR REPRESENTATIVE AT LEAST FIVE WORKING DAYS PRIOR TO START OF SEEDING AND/OR SOD OPERATIONS. CONTRACTOR SHALL MAKE EFFORT TO PROTECT EXISTING UTILITIES, EXISTING LAWN, PAVEMENT, AND OTHER FACILITIES FROM DAMAGE CAUSED BY SEEDING AND/OR SOD OPERATIONS. SEEDING AND/OR SOD WORK SHALL BE COMPLETED ONLY AFTER PLANTING AND OTHER WORK AFFECTING GROUND SURFACE HAS BEEN COMPLETED. THE OWNER IS RESPONSIBLE FOR RESTRICTING TRAFFIC FROM LAWN AREAS UPON NOTIFICATION OF COMPLETION OF WORK. THE CONTRACTOR SHALL PROTECT HOSE AND LAWN WATERING EQUIPMENT AS REQUIRED. HOWEVER, THE OWNER SHALL PROVIDE WATER ON SITE.

PART 2 - PRODUCTS

SEED - THE CONTRACTOR SHALL PROVIDE FRESH, CLEAN, NEW -CROP SEED COMPLYING WITH TOLERANCE FOR PURITY AND GERMINATION ESTABLISHED BY OFFICIAL SEED ANALYSTS OF NORTH AMERICA. THE SEED TYPE AND RATE SHALL BE VERIFIED WITH LOCAL EXTENSION SERVICE PRIOR TO BEGINNING WORK, AND ADJUSTED AS DEEMED NECESSARY FOR SITE AND CLIMATIC CONDITIONS.

- FERTILIZER SHALL BE GRANULAR, NON-BURNING PRODUCT COMPOSED OF NOT LESS THAN 50% ORGANIC, SLOW ACTING, GUARANTEED ANALYSIS PROFESSIONAL FERTILIZER. STARTER FERTILIZER SHALL CONTAIN 10% NITROGEN, 10% PHOSPHORIC ACID, AND 10% POTASH BY WEIGHT, OR SIMILAR APPROVED COMPOSITION.

- GROUND LIMESTONE SHALL CONTAIN AT LEAST 85% OF TOTAL CARBONATES.

MULCH USED TO PROTECT SEED SHALL BE CLEAN OAT OR WHEAT STRAW THAT HAS BEEN WELL SEASONED, FREE FROM MATURE SEED BEARING STALKS AND ROOTS OF NOXIOUS WEEDS. THE MULCH SHALL BE FREE OF ROT OR MILDEW.

SOD - ALL GRASS SOD SHALL BE A NURSERY-GROWN NATIVE MIXTURE THAT IS FREE OF OBJECTIONABLE GRASSY AND BROADLEAF WEEDS. SOD SHALL BE MACHINE CUT AT A UNIFORM SOIL THICKNESS AND INDIVIDUAL PIECES SHALL BE CUT TO THE SUPPLIER STANDARD WIDTH AND LENGTH. BROKEN PADS OR PADS WITH TORN AND UNEVEN ENDS WILL NOT BE ACCEPTED. THE SOD SHALL NOT BE HARVESTED OR TRANSPORTED WHEN MOISTURE CONTENT IS EXCESSIVELY WET OR DRY AND MAY ADVERSELY AFFECT THE SOD'S SURVIVAL. ALL SOD SHALL BE HARVESTED, DELIVERED, AND TRANSPORTED WITHIN A 36-HOUR PERIOD UNLESS SUSTAINABLE PRESERVATION METHOD IS APPROVED PRIOR TO DELIVERY.

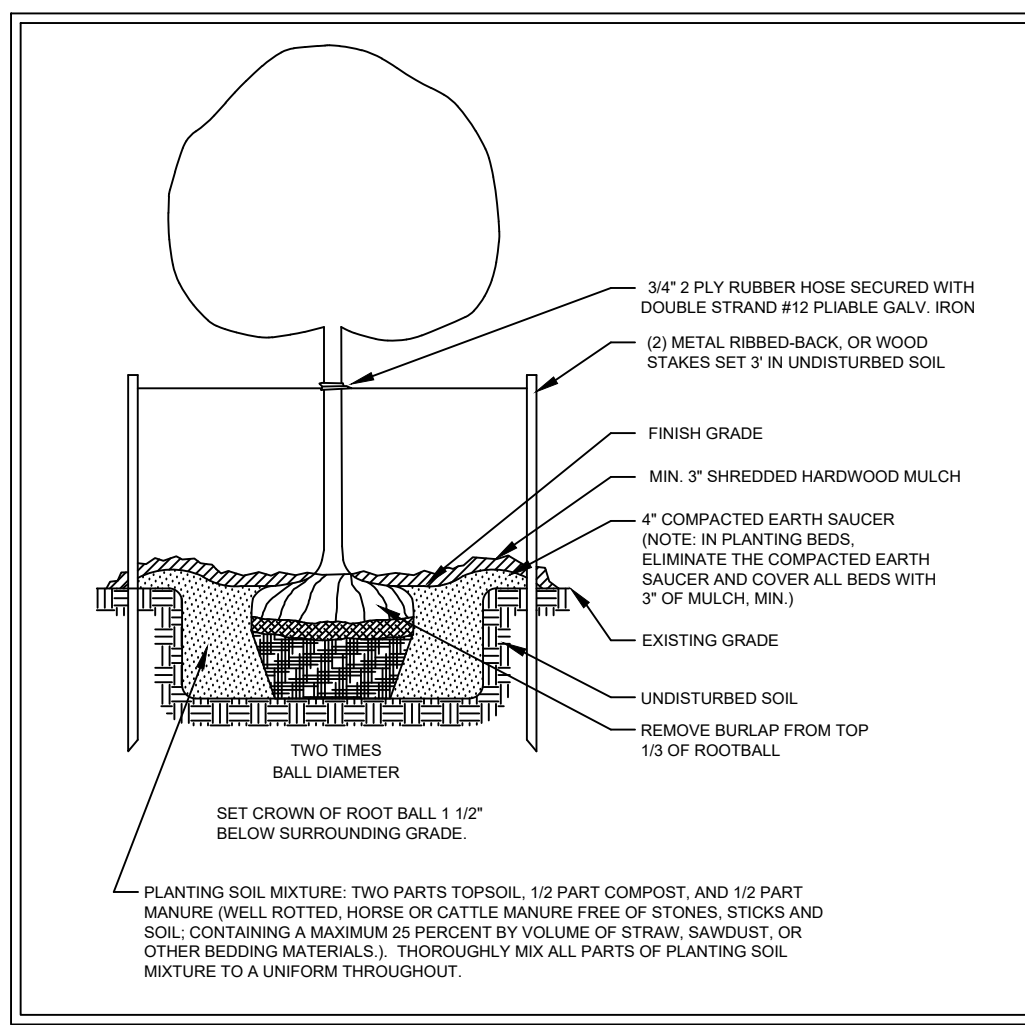
PART 3 - EXECUTION

SEED - FOR AREAS LESS THAN 20,000 SQUARE FEET OR WHERE HYDRO-SEEDING IS IMPRACTICABLE, SOW SEED WITH A SPREADER OR SEEDING MACHINE. DO NOT BROADCAST OR DROP SEED WHEN WIND VELOCITY EXCEEDS 5 MPH. LOOSEN TOPSOIL OF LAWN AREAS, AND REMOVE STONES OVER 1" IN ANY DIMENSION, STICKS, ROOTS, RUBBISH, AND EXTRANEOUS MATTER. APPLY LIMESTONE AT A RATE TO ADJUST PH OF TOPSOIL TO 5.5 - 6.8. DISTRIBUTE LIMESTONE EVENLY BY MACHINE AND INCORPORATE THOROUGHLY INTO TOPSOIL. APPLY FERTILIZER TO INDICATED TURF AREAS AND GRADE LAWN AREAS TO A SMOOTH, FREE-DRAINING, EVEN SURFACE WITH A LOOSE, MODERATELY COARSE TEXTURE. EVENLY DISTRIBUTE SEED BY SOWING EQUAL QUANTITIES IN 2 DIRECTIONS AT RIGHT ANGLES TO EACH OTHER. RAKE SEED LIGHTLY INTO TOP 1/8 INCH OF TOPSOIL AND ROLL LIGHTLY. SEED SHALL BE WATERED IN WITH FINE SPRAY. SEED SHALL BE PROTECTED ON SLOPES GREATER THAN 4:1 WITH BURLAP FABRIC, JUTE EROSION MESH, OR OTHER APPROVED MATERIAL. PLACE STRAW OR FIBER MULCH ON SEEDED AREAS WITHIN 24 HOURS AFTER SEEDING.

MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER PLANTING. NEW LAWNS SHALL BE MAINTAINED FOR TWO WEEKS AFTER FULL GERMINATION. MAINTAIN LAWNS BY WATERING, FERTILIZING, WEEDING, MOWING, TRIMMING, AND OTHER OPERATIONS SUCH AS ROLLING, RE-GRADING, AND REPLANTING AS REQUIRED TO ESTABLISH A SMOOTH LAWN FREE OF ERODED OR BARE AREAS. THE CONTRACTOR SHALL REMOVE FROM SITE ALL EXCESS MATERIALS, DEBRIS, AND EQUIPMENT AND SHALL REPAIR ANY DAMAGE RESULTING FROM SEEDING OPERATIONS.

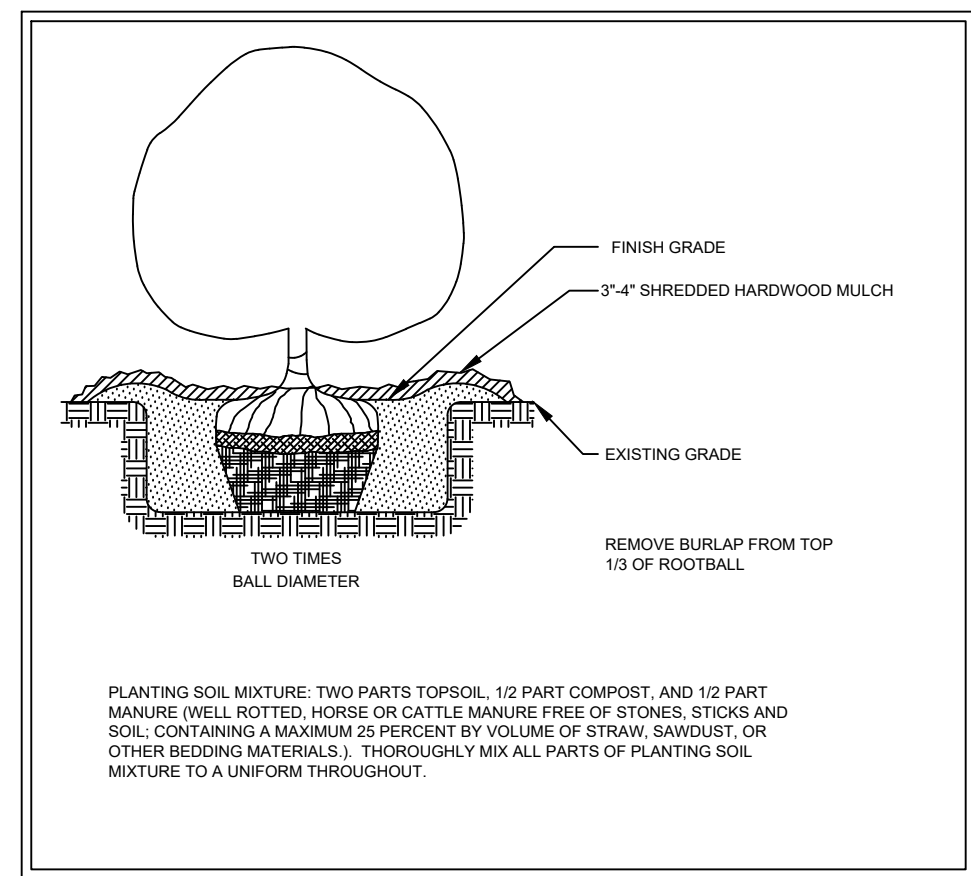
SOD - THE SURFACE ON WHICH THE SOD IS TO BE LAID SHALL BE FIRM AND FREE FROM FOOTPRINTS OR OTHER DEPRESSIONS. A STRING OR LINE OF BOARDS MAY BE USED AS A GUIDE FOR SETTING THE FIRST LINE OF SOD ACROSS THE AREA. BUTT ENDS AND SIDES OF SOD STRIPS, DO NOT OVERLAP. STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES. WORK FROM BOARDS TO AVOID DAMAGE TO SUBGRADE OR SOD. TAMP OR ROLL LIGHTLY TO ENSURE CONTACT WITH SUBGRADE. WORK SIFTED SOIL INTO MINOR CRACKS BETWEEN PIECES OF SOD. ANCHOR SOD ON SLOPES WITH WOOD PEGS TO PREVENT SLIPPAGE. WATER THOROUGHLY WITH FINE SPRAY AFTER PLANTING.

MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER PLANTING. MAINTENANCE PERIOD SHALL EXTEND FOR TWO WEEKS OR UNTIL SOD IS WELL ROOTED AND CANNOT BE LIFTED OUT OF PLACE. MAINTAIN LAWNS BY WATERING, FERTILIZING, WEEDING, MOWING, TRIMMING, AND OTHER OPERATIONS SUCH AS ROLLING, RE-GRADING, AND REPLANTING AS REQUIRED TO ESTABLISH A SMOOTH LAWN FREE OF ERODED OR BARE AREAS. THE CONTRACTOR SHALL REMOVE FROM SITE ALL EXCESS MATERIALS, DEBRIS, AND EQUIPMENT AND SHALL REPAIR ANY DAMAGE RESULTING FROM SOD OPERATIONS.



a TREE PLANTING DETAIL

SCALE: NONE



b SHRUB PLANTING DETAIL

SCALE: NONE

TABLE 3.32-E (Revised June 2003) PERMANENT SEEDING SPECIFICATIONS FOR COASTAL PLAIN AREA		
LAND USE	SEED SPECIES	APPLICATION RATES
Minimum Care Lawn (Commercial or Residential)	Tall Fescue	175-200 lbs.
	Bermudagrass	75 lbs.
High-Maintenance Lawn	Tall Fescue Bermudagrass (seed)	200-250 lbs. 40 lbs. (unhulled) 30 lbs. (hulled)
	Bermudagrass (by other vegetative establishment method, see Std. & Spec. 3.34)	
General Slope (3:1 or less)	Tall Fescue Red Top Grass or Creeping Red Fescue	128 lbs. 2 lbs.
	Seasonal Nurse Crp	20 lbs.
Low-Maintenance Slope (Steeper than 3:1)	Tall Fescue Bermudagrass	93-108 lbs. 0-15 lbs.
	Red Top Grass or Creeping Red Fescue	2 lbs.
	Seasonal Nurse Crp	20 lbs.
	Seneca Lespedeza	150 lbs.
	TOTAL:	150 lbs.

- When selecting varieties of turfgrass, use the Virginia Crop Improvement Association (VCIA) recommended turfgrass variety list. Quality seed will bear a label indicating that they are approved by VCIA. A cutting turfgrass variety list is available at the local County Extension office or through VCIA at 804-746-4884 or at <http://sudan.cses.vt.edu/html/TurfTurfpublications/publications2.htm>
- Use seasonal nurse crop in accordance with seeding dates as stated below:
February, March-April.....Annual Rye
May 1st-August.....Foxtail Millet
September, October-November.....Annual Rye
November 16th-January.....Winter Rye
- May through October, use hulled seed. All other seeding periods, use unhulled seed. If Weeping Lovegrass is used, include in any slope or low maintenance mixture during warmer seeding periods increase to 30-40 lbs/acre.

FERTILIZER & LIME	
Apply 10-20-10 fertilizer at a rate of 500 lbs./acre (or 12 lbs./1,000 sq. ft.)	Apply Pulverized Agricultural Limestone at a rate of 2 tons/acre (or 90 lbs./1,000 sq. ft.)

NOTE:

- A soil test is necessary to determine the actual amount of lime required to adjust the soil pH of site.
- Incorporate the lime and fertilizer into the top 4-6 inches of the soil by disking or by other means.
- When applying Slowly Available Nitrogen, use rates available in Erosion & Sediment Control Technical Bulletin# 4, 2003 Nutrient Management for Development Sites at <http://www.dcr.state.va.us/sw/6&s.htm#pubs>

SEEDING SCHEDULE

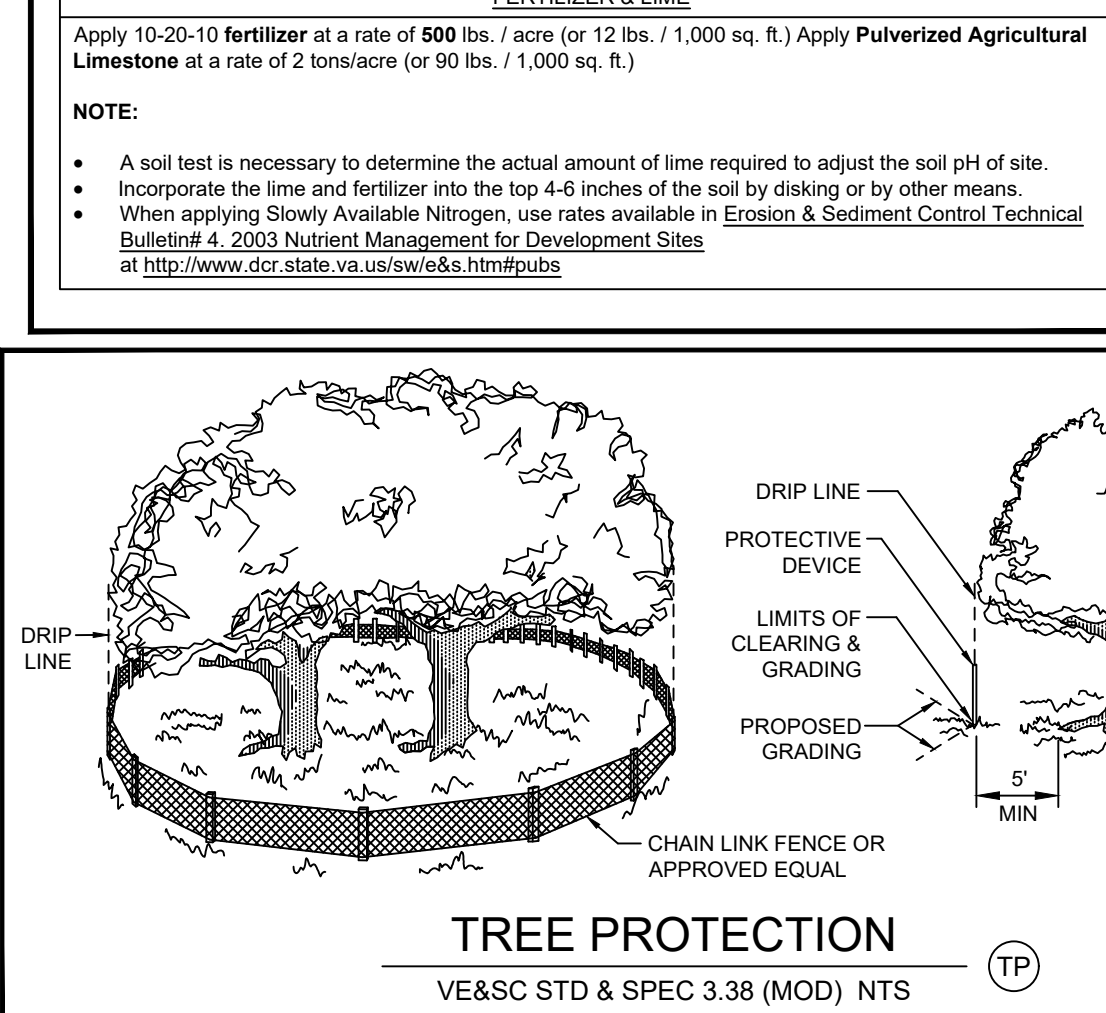
VE&SC STD & SPEC 3.32

TABLE 3.31-B (Revised June 2003) TEMPORARY SEEDING SPECIFICATIONS QUICK REFERENCE FOR ALL REGIONS		
APPLICATION DATES	SEED SPECIES	APPLICATION RATES
Sept. 1 - Feb. 15	50/50 Mix of Annual Ryegrass (olium multi-florum) & Cereal (Winter) Rye (Secale cereale)	50 - 100 (lbs/acre)
Feb. 16 - Apr. 30	Annual Ryegrass (olium multi-florum)	60 - 100 (lbs/acre)
May 1 - Aug. 31	German Millet	50 (lbs/acre)

FERTILIZER & LIME	
Apply 10-20-10 fertilizer at a rate of 500 lbs./acre (or 12 lbs./1,000 sq. ft.)	Apply Pulverized Agricultural Limestone at a rate of 2 tons/acre (or 90 lbs./1,000 sq. ft.)

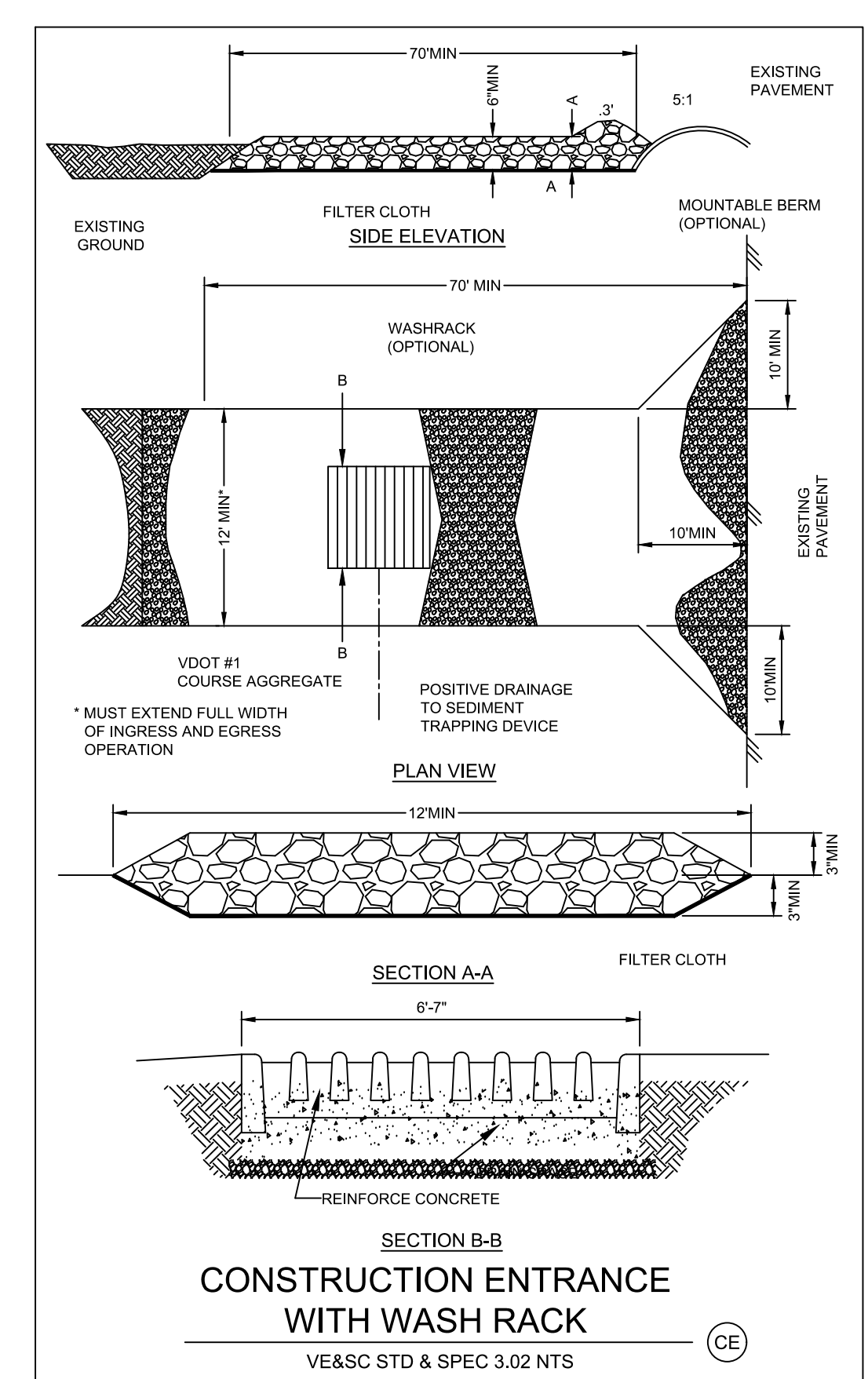
NOTE:

- A soil test is necessary to determine the actual amount of lime required to adjust the soil pH of site.
- Incorporate the lime and fertilizer into the top 4-6 inches of the soil by disking or by other means.
- When applying Slowly Available Nitrogen, use rates available in Erosion & Sediment Control Technical Bulletin# 4, 2003 Nutrient Management for Development Sites at <http://www.dcr.state.va.us/sw/6&s.htm#pubs>



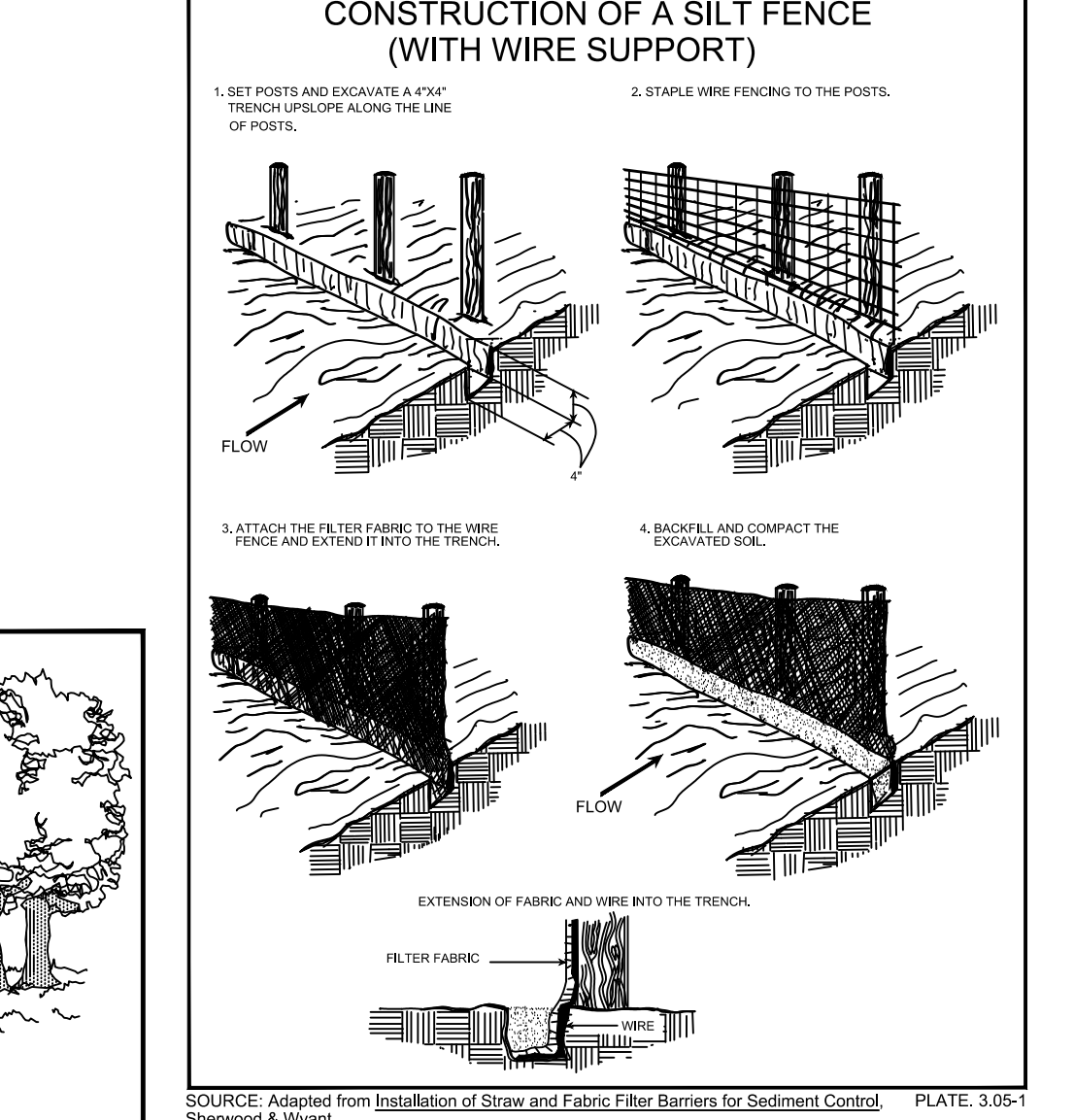
TP TREE PROTECTION

VE&SC STD & SPEC 3.38 (MOD) NTS



CE CONSTRUCTION ENTRANCE WITH WASH RACK

VE&SC STD & SPEC 3.02 NTS



SOURCE: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control. PLATE 3.05-1

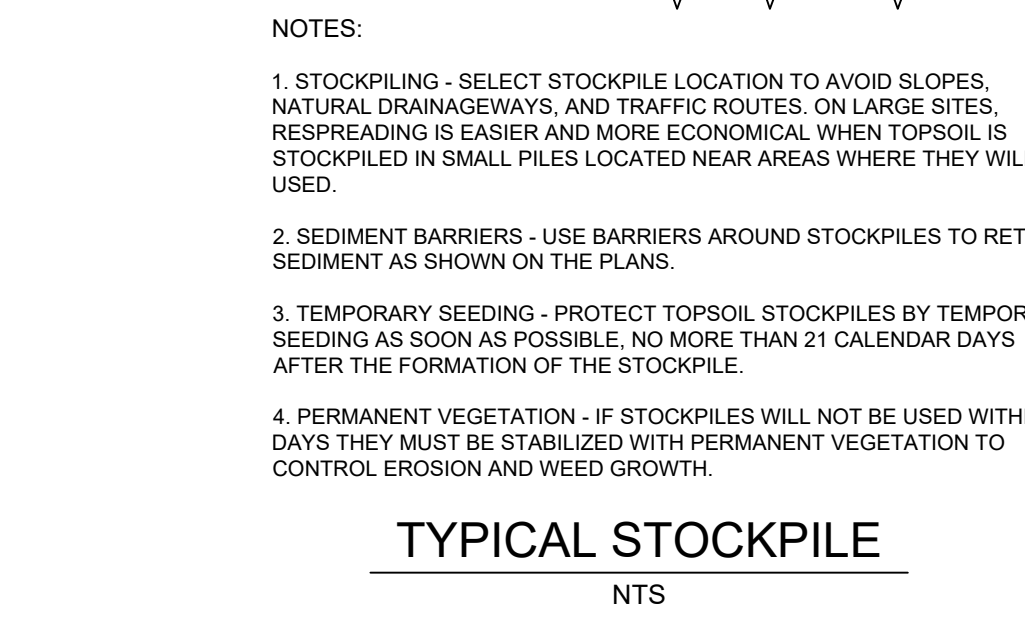
Shenandoah & Wynn

EROSION & SEDIMENT CONTROL LEGEND

DESCRIPTION	SYMBOL
DENOTES TO BE REMOVED	X
DENOTES AREA TO BE REMOVED	Diagonal hatching
TEMPORARY STONE CONSTRUCTION ENTRANCE	CE
TREE PROTECTION	TP
SILT FENCE	SF

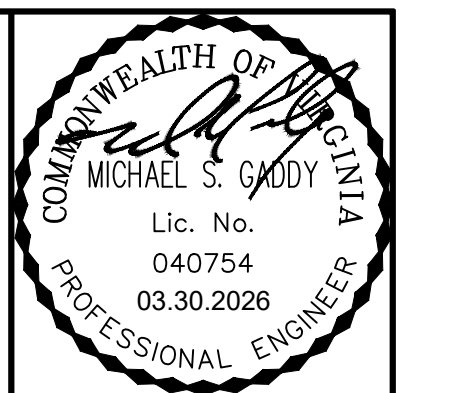
EROSION CONTROL AND CONSTRUCTION SEQUENCING

- ACQUIRE NECESSARY PERMITS.
- THE CONTRACTOR MUST CONTACT THE PLANNING/CIVIL INSPECTIONS OFFICE FOR A PRE-CONSTRUCTION MEETING BEFORE ANY CONSTRUCTION ACTIVITY BEGINS.
- INSTALL EROSION AND SEDIMENT CONTROL MEASURES. EROSION AND SEDIMENTATION CONTROLS SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBANCE AND SHALL BE MAINTAINED UNTIL SUCH A TIME AS A VEGETATIVE COVER IS ESTABLISHED.
- REMOVE ITEMS DENOTED ON PLAN.
- CONSTRUCT BUILDING ADDITIONS AND OTHER IMPROVEMENTS SHOWN.
- DRESS PER PLAN.
- DRESS AND OVERSEED ALL DISTURBED AREAS AND IMMEDIATELY ESTABLISH PERMANENT VEGETATIVE COVER. MAINTAIN VEGETATIVE COVER THROUGHOUT DURATION OF PROJECT.
- REPAIR ANY INADVERTENT EROSION AND REMOVE ANY INADVERTENT SEDIMENTATION.
- REMOVE REMAINING TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES WITHIN THIRTY DAYS AFTER FINAL SITE IS STABILIZED WITH VEGETATIVE GROWTH.
- REMOVE ALL TEMPORARY EQUIPMENT, CONSTRUCTION MATERIALS AND DEBRIS FROM THE SITE.
- PRIOR TO THE ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY, OR THE FINAL RELEASE OF ANY PERMIT AUTHORIZING A LAND-DISTURBING ACTIVITY, ALL DISTURBED OR DENIED AREAS SHALL BE STABILIZED IN ACCORDANCE WITH THE VIRGINIA EROSION AND SEDIMENT CONTROL LAW AND REGULATIONS BY SUCH METHODS AS ARE, BUT NOT LIMITED TO, TEMPORARY SEEDING, PERMANENT SEEDING, SOD OR SOIL STABILIZATION BLANKETS AND MATTING. THE BUILDING CODE OFFICIAL MAY AUTHORIZE A TEMPORARY CERTIFICATE OF OCCUPANCY WITHOUT THE REQUIRED SOIL STABILIZATION IF THE FAILURE TO STABILIZE IS DUE TO CIRCUMSTANCES BEYOND THE CONTROL OF THE PERMIT HOLDER.



NTS TYPICAL STOCKPILE

SCALE: NONE



GADDY
ENGINEERING SERVICES, LLC
GADDY ENGINEERING SERVICES, LLC
508 N. BIRDNECK RD. SUITE D
VIRGINIA BEACH, VIRGINIA 23451
CONTACT:
MICHAEL S. GADDY, PE, LS
757-289-5933

DETAILS FOR LOT-43 CEDAR POINT SECTION ONE (P.B. 15, PG. 3) SUFFOLK, VIRGINIA



**RESULTS OF THE
CITY COUNCIL
MEETING OF
March 18, 2026**

- Approved
w/conditions
- A. CONDITIONAL USE PERMIT REQUEST, CUP2025-00015, Shoulders Hill Road Condominium:** to grant a Conditional Use Permit, to establish a contractors and trade shops (outdoor storage and operations) use on property located on Shoulders Hill Road, Zoning Map 20, Parcel 12.
- Approved
w/conditions
- B. CONDITIONAL USE PERMIT REQUEST, CUP2026-00001, Tiny Human Society Daycare:** to grant the Conditional Use Permit to establish a day care (family day home for 5-12 children) on property located at 302 Edward Avenue, Zoning Map 25A, Parcel 1*J3.
- Approved
- C. ORDINANCE TEXT AMENDMENT, OTA2026-001,** for amendment to Section 31-406, Table 406-1 and Section 31-702(c)(1) of the Unified Development Ordinance.
- Approved
- D. ORDINANCE TEXT AMENDMENT, OTA2026-002,** for amendment to Section 31-701(c) and Appendix A of the Unified Development Ordinance.



**RESULTS OF THE
CITY COUNCIL
MEETING OF
April 15, 2026**

- Approved
w/conditions
- A. CONDITIONAL USE PERMIT REQUEST, CUP2025-00020, Trailerworx Services:** to grant a Conditional Use Permit to establish an agribusiness use on property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A.
- Approved
- B. ORDINANCE TEXT AMENDMENT, OTA2026-003,** initiated by the City of Suffolk, for amendments to Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia.
- Denied
- C. REZONING REQUEST, RZN2025-00004, (Conditional), Riverbend, 1700 & 1802 N. Main St.:** to rezone and amend the official zoning map of the City of Suffolk to change the zoning on a portion of the property from B-2, General Commercial zoning district to RU-18 (Conditional), Residential Urban zoning district, for properties located at 1700 & 1802 N. Main St, Zoning Map 25, Parcel 45A & 45E and Zoning Map 26E, Parcel F*G*PT*J.