



**City of Manassas Park
Planning Commission
Agenda**

**Wednesday, November 10, 2021, 7:00 PM
Council Chambers, City Hall**

Lana A. Conner, Secretary
Dean Crowhurst, City Attorney
Calvin O'Dell, Director, Community Development
Michelle Barry, Planning and Zoning Administrator

**Lester Finkle, Chairman
John Evans, Vice Chairman
Michael Becketts
Martha Collier
Alanna Mensing**

1	Call to Order	
2	Roll Call	
3	Invocation/ Moment of Silence/ Pledge of Allegiance	
4	Approval of Agenda	
5	Adoption of Minutes – September 8, 2021	
6	Citizen Time	
7	New Business	
7a	Public Hearing: Conditional Use Permit, CUP#03-05-R-1, PetSuites Action: Recommendation of Approval, Approval with Changes, or Denial to the Governing Body or Deferral of Decision for CUP#03-05-R-1, PetSuites	
7b	Site Plan, SP#03-05-R-1, PetSuites Action: Recommendation of Approval, Denial or Deferral to the Zoning Administrator for SP#03-05-R-1, PetSuites	
8	Unfinished Business - None	
9	Report of Special Committees - None	
10	Informational Update from Community Development Staff	
11	Adjourn	

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK PLANNING COMMISSION HELD ON WEDNESDAY, SEPTEMBER 8, 2021, AT 7:00PM AT MANASSAS PARK COUNCIL CHAMBERS, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

1. Call to Order: 7:00pm
2. Roll Call:
Present Lester Finkle, Chairperson
John Evans, Vice Chairperson
Alanna Mensing, Commissioner
Martha Collier, Commissioner

Absent: Michael Becketts

Staff: Lana A Conner, Secretary
Dean Crowhurst, Remotely
Michele Barry, Planning & Zoning
Administrator
Keith Nguyen, Assistant City Manager
Laszlo Palko, City Manager

3. **Invocation/Moment of Silence/Pledge of Allegiance:** Chairman Finkle

4. **Approval of Agenda:**

MOTION: Commissioner Collier moved to approve agenda as presented.

SECOND: Commissioner Mensing

VOTE: Yes: Collier, Mensing, Evans, Finkle

5. **Adoption of Minutes: August 11, 2021**

MOTION: Commissioner Collier moved to approve minutes with noted correction that Commissioner Mensing wanted it noted that she would like to see Blooms Park remain in its natural state. Commissioner Becketts decided to remain on the Planning Commission.

SECOND: Commissioner Mensing

VOTE: Yes: Collier, Mensing, Evans, Finkle

6. **Citizens Time:** None

7. **New Business:** None

8. **Unfinished Business:**

8a. **Work session: Updating/Modifying Comprehensive Plan's Goals and Objectives – Environmental Chapter Action: No Formal Action - Discussion Only**

Proposed changes reviewed by Planning and Zoning Director. Presentation made part of the record.

9. Report of Report of Special Committees: None

10. Informational Update from Community Development Staff: Micki Barry

Site Plans for downtown development should be coming soon for review.

11. Adjournment at 7:47 pm:

MOTION: Commissioner Evans moved to adjourn at 8:50pm.

SECOND: Commissioner Collier

VOTE: Yes: Evans, Collier, Mensing, Finkle

Page Two Manassas Park Planning Commission September 8, 2021

Approved

Lester Finkle, Chairperson

Lana A Conner, Secretary



CITY OF MANASSAS PARK

**Planning Commission Meeting
Wednesday, November 10, 2021
7:00 PM**

Conditional Use Permit/Site Plan, CUP/SP#03-05-R-1, 9471 Manassas Drive Pet Suites

Issues: 1) Public Hearing on CUP#03-05-R-1 to amend an approved conditional use permit for a kennel and animal hospital at 9471 Manassas Drive by adding outdoor play areas and holding kennels; and 2) Recommendation to Zoning Administrator regarding approval of concurrent Site Plan, SP# 03-05-R-1.

Conditional Use Permit Application:

Applicant: Permit Solutions, Agent for NVA RE, LLC
Location: 9471 Manassas Drive (Tax Map #29-2-2B)
Acreage: One acre, with only .13 acres of land disturbance
Zoning: B-2, General business district

Comprehensive Plan Designation: City Center Redevelopment District

Surrounding Land Use & Zoning:

	Zoning	Current Use	Comprehensive Plan Land Use Designation
North	B-2	Undeveloped	City Center Redevelopment District
South	A-1	Undeveloped	
East	B-2	Preschool/Child Care	
West	A-1	Undeveloped	

Description of the Application:

The applicant is proposing to amend the conditional use permit, CUP#03-05, approved on July 1, 2003 for a pet care facility that includes an indoor animal kennel; pet grooming, daycare and training facilities; and veterinary hospital (formerly known as Yappie Cuttery) by adding outdoor play areas and holding kennels. The applicant has requested concurrent processing of the site plan for these improvements.

According to the public hearing minutes, the conditional use permit approval in 2003 was only for an indoor pet care facility. The site plan for the property was approved on April 20, 2004 for a 16,000 square foot animal hospital and kennel with 29 required and provided parking spaces. The certificate of occupancy for the building was issued on December 7, 2005.

Currently operating in the building are PetSuites and Pender Veterinarian Centre. As indicated on the CUP/SP plan, PetSuites has 122 dog kennels, 17 dog townhomes, and 22 cat boarding enclosures for a total of 161 indoor kennels. They occupy a total of 6,302 square feet of the building, exclusive of hallways, stairwells, storage and restrooms. The number of employees range between 12 to 20 people. The veterinarian practice has four exam rooms, eight employees and occupies 2,116 square feet of the building.

The applicant is proposing improvements to the southern and eastern exterior areas adjacent to the existing building. The proposed outdoor areas will be used for individual and group play as well as bathroom breaks. All yards will be used in some capacity between the hours of 6:30 am to 8 pm. Potty breaks start at 6:30 am and are ongoing throughout the day until closing. Individual playtimes are one on one sessions with a staff member for about 15 minutes. These sessions occur from mid-morning to mid-afternoon, depending on the number of sessions scheduled that day. Individual play times mainly occur in a designated play area. Group play starts indoors at approximate 9 am. Weather permitting, the group moves outdoors in the am and will remain there most of the day until closing. Note that animals will not be fed outside or boarded outdoors overnight.

The southern improvements, located at the rear of the property, include three play areas and a bioretention facility. The three play areas are located directly behind the building and are 1,360, 565 and 315 square feet in size. The existing grass in this area will be replaced with artificial turf, known as Forever K9 grass. An underdrain will also be installed beneath the artificial turf along the perimeter fencing of the play areas to assist with drainage.

Play areas will be utilized based on animal weight. One area will be for large dogs, the second will be for small dogs and the third will be a flex yard used for both sizes. Small dogs include those weighing 35 pounds or less. Large dogs include those weighing above 35 pounds. During a typical week, the applicant anticipates a maximum of 40 dogs will be in the play areas at any one time. On high demand weeks, such as Thanksgiving as well as spring and winter break, the applicant anticipates a maximum of 80 to 100 dogs will use the play area at the same time. The two largest play areas will each have two time-out kennels. These kennels will be used on an as needed basis to provide a break for dogs having behavior issues within the specific play area. A dog would remain in this kennel for approximately 5 minutes before they are reintroduced back into the group or taken inside.

The bioretention facility will be located at the rear of the parking lot behind the dumpster enclosure. This facility is being constructed to offset the stormwater management impacts resulting from the land disturbance occurring as part of this project. More details on this facility are provided under the Environmental Considerations section of the staff report.

On the east side of the property, more specifically along the left side of the building towards the rear of the property, new fencing will be installed to create a more secure entryway for the dog drop off area. In addition, eight new holding kennels will be installed along the existing retaining wall. Dogs will use these kennels three times a day for bathroom breaks. Up to eight dogs are taken from the indoor kennels by leash to these kennels. The dogs are placed in the kennels for approximately five minutes so they can relieve themselves. Afterwards, the dogs are leashed again and brought back to their indoor kennels. All

solid waste is scooped up and placed in lidded trash cans. The occupied kennels are cleaned daily with a disinfectant foam. See the Environmental Considerations section for more details on the cleaning protocols.

Zoning Considerations for Conditional Use Permits: Depending on the zoning district, there are certain uses that require legislative approval before a business can operate. Such uses may create unwanted impacts for the City and the surrounding property owners. Review of a conditional use permit allows staff, the Planning Commission and the Governing Body an opportunity to evaluate the proposed use, identify potential impacts and establish specific conditions to mitigate operational characteristics that may negatively affect the community and surrounding properties. The subject property, 9471 Manassas Drive, is zoned B-2, General business district. The applicant is requesting to operate outdoor play areas and holding kennels as an additional amenity to the existing indoor kennel and veterinarian use. Such uses are conditional uses in the B-2 district. Factors for the Planning Commission and Governing Body to consider when evaluating a conditional use permit can be found in Sec. 31-54(c) of the Zoning Ordinance and are provided in Attachment B.

Evaluation Criteria: Staff has evaluated the conditional use permit applications based on the criteria provided in Sec. 31-54(c) of the Zoning Ordinance:

Compatibility with Adjacent Properties: The land to the north, south and west are current undeveloped, forested land. For the property to the north, a site plan for a restaurant is currently under review by staff. The property to the south and west is owned by the Diocese of Arlington. Staff anticipates the property will be developed as a place of worship in the future, but to date no site plan has been submitted for the property. The Merit School operates a preschool and childcare center to the east of the subject site. Directly across Manassas Drive is the Point at Palisades Apartments. The subject site is close to the City limits. Prince William County is located approximately 30 feet to the west of the subject site and this land serves as open space for the Signal Hill Station townhouse development.

Noise: A major concern for outdoor dog areas is noise. As stated by the applicant, the outdoor areas will be in use from 6:30 am to 8 pm. The City's noise ordinance prohibits animals from creating noise that is plainly audible at least once a minute for 10 consecutive minutes at 50 or more feet from the animal. The developed property east of the subject site is the Merit School. The proposed outdoor animal area will be at least 100 feet from the Merit School building. There is also a row of evergreen trees along the shared property line that screen the proposed outdoor animal area from view. Due to the topography, the outdoor dog area will sit about ten feet lower than the Merit School building. Staff also notes that the outdoor child play area associated with the school is on the opposite side of the building, measuring at least 240 feet from the proposed outdoor dog area. Staff visited the Merit School and asked if any barking could currently be heard at the property. Staff was told that no barking could be heard, and the most audible noise on the property is the traffic on Manassas Drive.

For the property to the north, the pending site plan shows the proposed restaurant at least 80 feet from the proposed dog play area. As with the Merit School property, there is a difference in elevation between the properties. The outdoor dog area sits four feet lower than the proposed restaurant. Along the shared property line is a four foot wall with a three foot fence on top of it. There is also vegetation growing on the wall screening the outdoor dog area from view along the shared property line.

The second undeveloped property is located to the south and west of the subject site. The property was brought into the City through a boundary line adjustment in 2020, and is zoned A-1, Agricultural district, pursuant to Sec. 31-12 of the Zoning Ordinance, which requires any land annexed to the City of Manassas Park shall be automatically classified as A-1, Agricultural district. In accordance with the buffering requirements in Sec. 31-33 of the Zoning Ordinance, a buffer is required between A-1, agricultural district and the B-2, General business district. Depending on the amount of vegetated buffer provided as part of the future development, a minimum buffer width of 25 feet is required. The maximum buffer width would be either 35 or 45 feet, depending on the height of the proposed building. Therefore, the outdoor dog area will be at least 25 feet from any potential development of the site. Staff further notes that there is an intermittent stream that meanders between the shared property line. Typically, such areas remain as undeveloped open space and would create additional distance between the outdoor dog area and any potential development of the Diocesan property.

Given the distances between the outdoor dog areas and the existing as well as future buildings on the abutting properties, along with the differences in elevation and vegetative screening, staff believes noise from the outdoor dog areas will be minimized. Based on a statement by the applicant, PetSuites have conducted several noise studies in the past. The results are consistent, finding that the ambient noise from car traffic and general community activities is louder than the dogs outside. PetSuites attempts to build consistent staff and regular customers. Since dogs tend to bark or make noise when they encounter unfamiliar people or other dogs, PetSuites believes that any objectional noise is minimized. Regardless, a staff member would take the dog back to its indoor kennel if it is barking excessively. Furthermore, the use will still have to comply with the noise ordinance which prohibits animals from making noise that is plainly audible at least once a minute for ten consecutive minutes at 50 or more feet from the animal.

Lighting: The existing exterior lighting on the property will remain. Four light poles are installed along the rear fence line, with one of them being in an off-site easement. One of the light poles is located in the rear of the middle play area. The applicant intends to keep the rear pole lights, parking lot lights and the decorative, exterior lighting on all night for safety and security reasons. The lights will be on a sensor or timer so the lights would operate from dusk to dawn. The exterior lighting on the property is in conformance with the Zoning Ordinance regulations for nonresidential lighting which is only limited by height with a maximum of 18 feet above grade for nondirectional lighting and 35 feet above grade for directional lighting. Since the abutting properties to the north, south and west are undeveloped, the existing site lighting, specifically at the rear of the property, is not currently creating a nuisance. If complaints are received regarding off-site glare from the site, staff is recommending a condition that requires any exterior lighting to be repositioned or shielded so the off-site glare is eliminated.

Zoning Requirements: The purpose of the application is to provide an additional amenity for dogs staying at the indoor kennel by creating three outdoor play areas on the south side of the existing building and eight privy kennels on the eastern side. The proposed outdoor improvements are an additional amenity for the kennel use at the property. Since the proposed improvements are not increasing the animal boarding capacity, no additional site improvement related to parking or landscaping are required.

The applicant is proposing to replace the existing rear yard fencing as well as install new fencing to cordon off the outdoor dog area. Based on the applicant's experience, a six foot tall fence is not tall enough to prevent dogs from escaping, so a seven foot tall fence is being proposed. Since the seven foot tall fence is integral to the safe operation of the outdoor play areas and kennels, and it serves as the perimeter barrier for the outdoor kennel, staff has determined the proposed seven foot tall fence is permitted.

Environmental Considerations: Environmental considerations for this application are as follows:

Waste Disposal: Proper dog waste disposal and odor control are concerns with any animal facility, especially those with outdoor dog areas. PetSuites has a waste management and odor control program for its facilities. Any solid matter, whether in an indoor suite or an outdoor, is immediately scooped into a 32 gallon covered trash can, and each are lined with 55 gallon, easy tie trash bag. There are approximately 15 trash cans throughout the facility. At the end of the business day, each trash bag is removed and replaced with a new one. The removed trash bags are individually tied and disposed into the site dumpster, which is in the parking lot. The dumpster is emptied weekly by the contracted waste disposal company.

Cleaning and Odor Control: For cleaning and odor control, a disinfectant/sanitizer, called B2B256, is used up to two times a day in all animal occupied rooms including the outdoor areas. Indoor areas are also spot cleaned regularly. The cleaner is sprayed on surfaces and then sits for 10 minutes. Afterwards, it is scrubbed and rinsed off with water. There are trench drains within the indoor facility and underdrains in the outdoor play areas. Indoor areas are dried with a squeegee. On a weekly basis, the outdoor play areas are cleaned with a bio-enzymatic cleaner and odor control agent to liquify animal waste and degrade organic matter. No rinsing is required for this product. On rare occasions, a foam based, diluted bleach solution is used to clean both indoor and outdoor areas. To ensure proper cleaning and odor control, the described cleaning protocols are included in the conditions. Furthermore, any odor complaint that is confirmed by staff will have to be addressed immediately by the applicant.

Stormwater Management: The applicant is installing a bioretention facility to comply with stormwater quality requirements associated with the development and installation of the outdoor dog area. This facility will be located at the rear edge of the asphalt parking lot and will treat stormwater runoff from the parking and refuse collection area. The bioretention facility will include mulch, various plantings and filter media that includes sand, soil fines and organic material.

The proposed underdrain will discharge to a surface outfall. As described in the cleaning protocols, a disinfectant and bio-enzyme cleaner will be used in the outdoor dog areas. The dogs will also be urinating and defecating in the outside kennels and most likely in the outdoor play areas. The cleaning solutions and dog waste will ultimately be discharged through this surface outfall. This type of discharge is not covered under the City's small municipal separate storm sewer system (MS4) permit, so it is the applicant's responsibility to comply with stormwater discharge regulations. At the writing of this staff report, staff is seeking guidance from the Virginia Department of Environmental Quality (DEQ) on what is required of the applicant to address this stormwater discharge. The applicant may be required to obtain its own Virginia Pollutant Discharge Elimination System (VPDES) permit.

Operational SWPPP: Lastly, the applicant is providing an operational Stormwater Pollution Prevention Plan (SWPPP) for the use of the site. This document lists proper cleaning, inspection and maintenance protocols to prevent discharges of stormwater pollutants, protect water and ground water quality and eliminate any unpermitted or illicit discharges. The main areas covered by the SWPPP are controls and best practices for spill and leaks; waste containers; pet waste management and odor; cleaner and solvent awareness and storage; erosion and sediment mitigation and bioretention maintenance. To implement these practices, the SWPP contains checklists and report forms for items such as spill prevention and leak control, good housekeeping practices, routine or daily inspections and cleaning of the site, including the building interior, as well as quarterly and annual inspections. Maintenance protocols for the bioretention

facility and erosion and sediment controls are also incorporated into the various checklists. Any spill or leak needs to be reported and corrected, and any modification to the SWPPP practices needs to be documented, reviewed and implemented. This document is to be kept on-site at all times and the checklists and maintenance documents are to be retained. As part of the conditional use approval, staff is requiring the SWPPP be used, the appropriate maintenance be performed, and all checklists and logs be completed and retained, so city staff and DEQ can review the document upon request.

Parking and Traffic Impacts: The applicant estimates that there will be 100 vehicles per day (50 drop offs and pick ups) on an average weekday for the PetSuites use. Similar to child daycare, peak drop off times are between 6:30 am and 9:00 am, and peak pick up times are between 4 pm and 7 pm. For animal boarding, peak times are Fridays and Saturdays before noon. These figures do not include the veterinarian clinic vehicle trips. Nevertheless, the site has been operating with the same uses since 2005, and staff has not been apprised of any adverse traffic impacts related to the facility. Because the proposed outdoor improvements will not result in an increase in the number of animals being boarded at the facility, staff does not anticipate any increased vehicle trips or traffic related issue resulting from the proposed improvements.

Conformance with the Comprehensive Plan: The property is located within the City Center Redevelopment District, which is envisioned to be a vibrant hub of community activity. As stated in the Comprehensive Plan, the City Center should be designed to provide many of the goods and services that City residents need on a daily basis to reduce the number of resident trips outside the City.

Pet care services have been provided at this site since 2005, and the original owner sold the property in 2020. PetSuites and Pender Vet have been using the facility in conformance with the approved Conditional Use Permit, CUP#03-05 which permits an animal hospital, boarding, daycare and grooming services at the site. These services are desired in any community, and many residents enjoy having these pet care services so close to home.

Land use goal 8 recommends “redevelopment and revitalization in existing commercial and industrial areas.” PetSuites and Pender Vet have made several interior improvements, giving the building a fresh, revived appearance. The proposed outdoor areas will also enhance the existing facility by providing fresh air and additional exercise and play areas for dogs staying at the facility, whether for day care or longer term kenneling. This new amenity may attract more residents to use the facility for their pet care needs. It is anticipated that the City Center Redevelopment District will add 600 new dwelling units to the City’s downtown over the next five years. Having a pet care facility in close proximity to many residents fulfills an important objective in the Comprehensive Plan by providing desired services within the City limits.

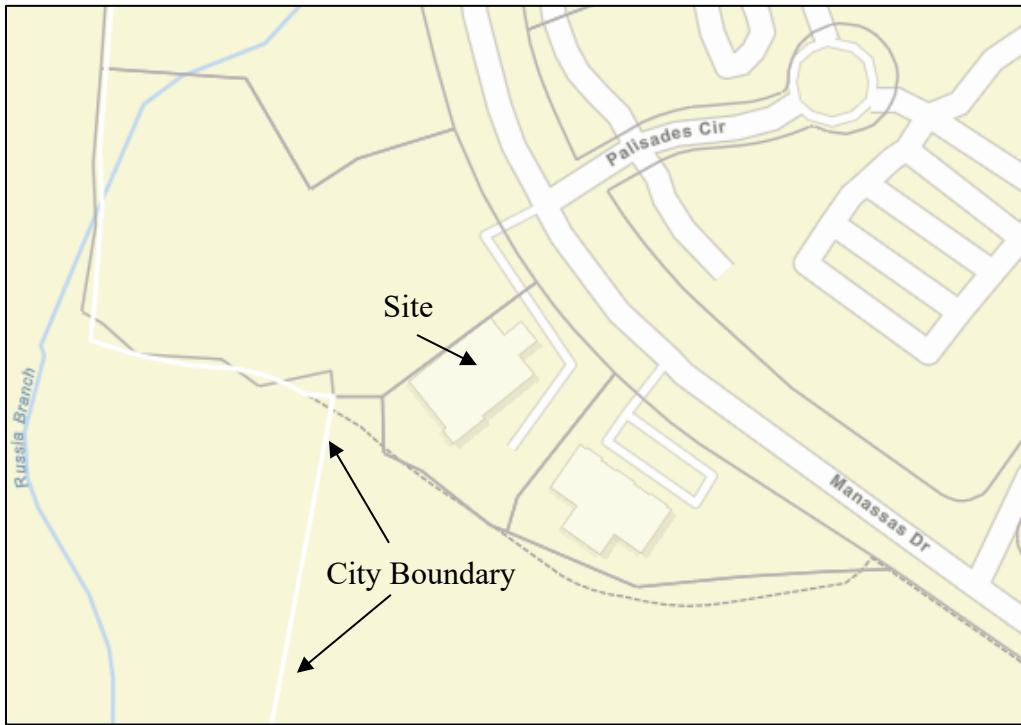
Staff Comment: A designated outdoor dog area that provides play areas and holding kennels is an additional amenity to an indoor pet care operation. If noise and odor are appropriately controlled, this use can be appropriate in a general business district where it sits between a day care facility and a restaurant. Based on the proposed location, the outdoor dog area appears to be sufficiently distanced and screened from existing and proposed uses that abut the subject site. The use will still be subject to the noise ordinance prohibiting animals from making noise that is plainly audible once a minute for ten minutes, when located at least 50 feet from the animal. Staff believes the proposed conditions adequately address any adverse impacts that could potentially be associated with the use. In addition, staff believes the use is consistent with the goals and objectives of the City Center Redevelopment District and the Comprehensive Plan. Lastly, staff will continue to work with the applicant regarding the stormwater

management requirements for the proposed outfall. It is noted the conditions require the applicant to comply with all stormwater regulations.

Staff Recommendation: Staff is recommending two actions for the Planning Commission regarding this application: 1) Staff advises the Planning Commission recommend approval to the Governing Body of Conditional Use Permit, CUP#03-05-R-1, subject to the conditions dated November 5, 2021, to add an outdoor dog play area and holding kennels to the existing indoor animal kennel; pet grooming, daycare and training facilities; and veterinary hospital uses. 2) Staff recommends that the Planning Commission recommend to the Zoning Administrator approval of the concurrent site plan, SP#03-05-R-1.

Attachments:

- A. Location Maps
- B. Conditional Use Permit Standards
- C. Photographs of Existing Site
- D. Excerpt from CUP/SP#03-05-R-1 Plan
- E. CUP#03-05-R-1 Conditions



Map View

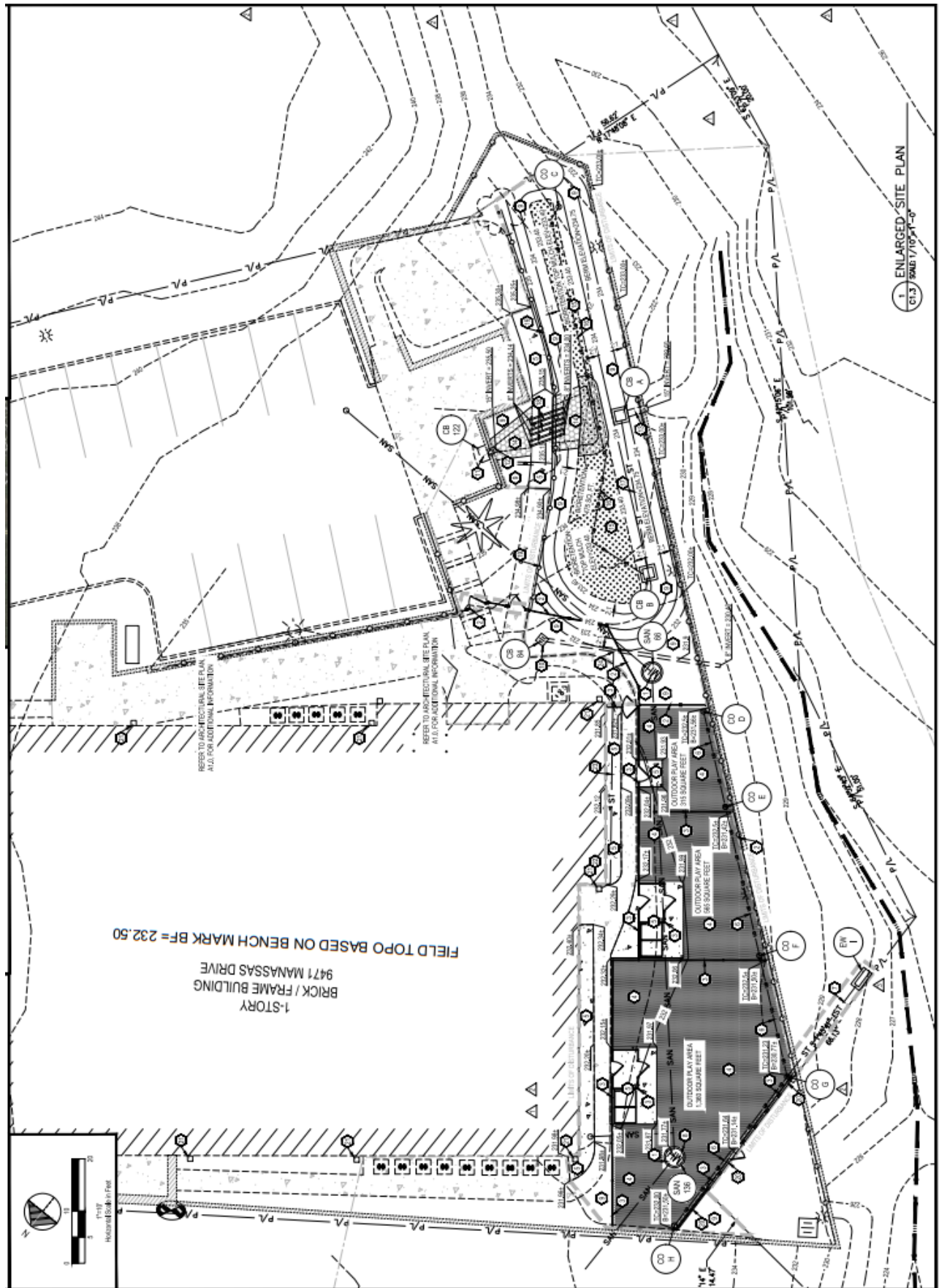


Aerial View

Sec. 31-54.1(c) - Conditional use permits standards.

- (c) *Standards:* In reviewing each application for a conditional use permit, the planning commission and the governing body will consider each of the following factors prior to voting to recommend approval or denial, in the case of the planning commission, and prior to voting to approve or deny the application, in the case of the governing body:
- (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.
 - (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.
 - (3) The proposed use will not adversely affect the use or values of surrounding properties and structures.
 - (4) The proposed use will not adversely affect the health, safety, or general welfare of persons residing, working or visiting in the neighborhood.
 - (5) Pedestrian and vehicular traffic generated by the proposed use will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.
 - (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use will be adequate.
 - (7) Appropriate landscaping, screening, and signs will be provided as regulated by this chapter.
 - (8) The proposed use will be in harmony with the purpose of this chapter as set forth in section 31-3.
 - (9) The nature of the proposed use, including factors such as noise, light, hours of operation, and number of employees involved.
 - (10) Any other factors relating to the purposes of zoning that the planning commission and/or governing body, in its legislative discretion, shall consider as relevant.





PetSuites
9471 Manassas Drive
Conditional Use Permit
CUP#03-05-R-1
Applicant: Permit Solutions
Property Owner: NVA RE LLC
Development Conditions
November 5, 2021

The following development conditions are intended to offset and mitigate potential impacts of the outdoor play areas and holding kennels added to the pet care facility that was originally approved on 2003 for the subject property at 9471 Manassas Drive, Tax Map # 29-2-2B, (the "Premises"). These development conditions are designed to render conditional use permit application CUP #03-05-R-1 consistent with the applicable chapters of the City's adopted Comprehensive Plan. Unless otherwise stated herein, if the conditions of this conditional use permit (this "CUP") or the conditional use permit plan titled "PetSuites Retrofit Project, 9471 Manassas Drive, Manassas Park, VA 20111," identified as "Conditional Use Permit/Site Plan, CUP/SP# 03-05-R-1, Sub. 4, dated October 27, 2020 and revised as of October 15, 2021" (the "CUP Plan") are in conflict with the requirements of the City Code, the approved proffers (if any), or the Public Facilities Manual (the "PFM"), the more restrictive requirements will apply.

1. Site Development

- a. The applicant shall develop the Premises in substantial conformance with the CUP Plan, which is attached hereto and incorporated herein by reference.
- b. This CUP is granted for and runs with the land indicated in this application and is not transferable to other land.
- c. This CUP is granted for only the purpose(s), structure(s) and/or use(s) indicated on the CUP Plan, as qualified by these conditions.
- d. The applicant shall develop the Premises in accordance with all federal, state and local requirements.
- e. All permits and minimum requirements for site plan approval shall be met.

2. Use Parameters

- a. Use Limitations - The use of the Premises shall be limited to an indoor animal kennel; outdoor play areas and holding kennels; pet grooming, daycare, and training facilities; and veterinary hospital.
- b. Prohibited Uses: No animals shall be fed outdoors or housed outside overnight.
- c. Quarters - There shall be no overnight personnel or the establishment of sleeping quarters or caretaker's residence at the Premises.

- d. Hours of Operation for the Outdoor Animal Areas- Hours of operation for the outdoor play areas and holding kennels shall be limited to the hours between and including 6:30 a.m. and 8:00 p.m., seven (7) days a week.
 - e. Outdoor Speaker System - No outdoor speaker system shall be audible beyond the property boundary of the Premises.
 - f. Noise - No animal shall create sound that is plainly audible for at least once a minute for ten (10) consecutive minutes when at a distance of fifty (50) or more feet from the animal, as required by the City's noise ordinance (City Code Chapter 15).
 - g. Cessation of Use - If the use of the Premises as an indoor animal kennel; outdoor play areas and holding kennels; pet grooming, daycare, and training facilities; and veterinary hospital should cease for a period of more than one (1) year, this CUP will become void as to those uses. Thereafter, a new conditional use permit shall be required for such uses.
3. Community Design
- a. Architecture - No change to the existing architecture of the building is proposed with this CUP.
 - b. Signage
 - i. All signage must comply with the standards set forth in the City's zoning ordinance (City Code Chapter 31) (the "Zoning Ordinance") and the PFM.
 - ii. Parking and signage for handicapped customers will be provided in accordance with the PFM and other current federal, state and local standards.
 - c. Exterior Lighting - All outdoor lighting must conform to the City's Zoning Ordinance and PFM. If a verified complaint has been received by City staff regarding off-site glare from the Premises, the applicant shall promptly redirect or shield the offending exterior lighting until the off-site glare is eliminated.
4. Maintenance of Premises
- a. Trash - The applicant must maintain the Premises and pick up trash, litter and debris in and around the Premises on a daily basis.
 - b. Site Dumpster - The site dumpster shall be equipped with a lid(s) or sliding door(s) that shall remain closed except when the dumpster is being used or emptied. The dumpster shall be emptied at least once a week by a private waste disposal company. No trash shall be placed outside the dumpster.
 - c. Cleaning of Pet Areas - Any animal excrement or vomit, whether inside or outside the building, shall be scooped up immediately and placed in a lidded waste bin fitted with a liner. All waste bins shall be emptied on a daily basis. All indoor kennels as well as outdoor play areas and holding kennels shall be cleaned at least once daily using a disinfectant/sanitizer.

- d. Outdoor Play Areas/Holding Kennels Security - The outdoor play areas and holding kennels shall be enclosed and secured with a lockable gate or gates.
5. Environment
- a. Odor Control - The applicant shall provide appropriate measures for odor control at the Premises, especially the outdoor play areas and holding kennels, to include daily application of a disinfectant/sanitizer and weekly application of a bio-enzymatic and odor control agent. The applicant shall promptly mitigate any odor generated on the Premises for which a verified complaint has been received by the City.
 - b. Operational Stormwater Pollution Prevention Plan (SWPPP) – The document titled “SWPPP – Animal Hospital and Kennel, 9471 Manassas Drive, Manassas Park, VA 20111,” dated November 2021, shall remain on the Premises. The applicant shall be responsible for conducting and logging spill prevention and leak control activities, good housekeeping practices, routine or daily inspections and cleaning of the site, including the building interior, as well as quarterly and annual inspections. Any maintenance or corrective action resulting from these inspections shall be done in a timely manner and documented appropriately. All SWPPP documentation and logs shall be retained. The applicant shall make the SWPPP and all associated checklists and documents available for review upon request by City staff or the Virginia of Department of Environmental Quality.
 - c. Stormwater Management - The site and use must comply with all applicable stormwater management requirements, to include the small municipal separate storm sewer system (MS4) regulations.
6. Successors and Assigns: The term “Applicant” as referenced herein shall mean the current owner, all future owners and successors in interest of the pet care facility at the Premises.
7. Compliance - Upon receipt by the City Manager or his designee of an allegation that any of the conditions set forth herein have been violated, the zoning administrator or the city attorney, as an alternate, will act as the hearing officer and review the evidence of such alleged violation. Following such review, if the hearing officer determines that a preponderance of the evidence indicates that a violation did occur, the hearing officer shall so indicate in writing to the Governing Body, which may then hold a public hearing to consider the revocation of this CUP, which public hearing will be advertised in accordance with the provisions of Chapter 22 of Title 15.2 of the Code of Virginia.



City of Manassas Park Planning Commission

Lana A. Conner, Secretary
Dean Crowhurst, City Attorney
Calvin O'Dell, Director, Community Development
Michelle Barry, Planning and Zoning Administrator

Lester Finkle, Chairman
John Evans, Vice Chairman
Michael Becketts
Martha Collier
Alanna Mensing

Memorandum

Date: November 5, 2021

To: Chairman Finkle and Members of the Planning Commission

From: Michelle Barry, ^{MB} Planning and Zoning Administrator
Comprehensive Plan - Goals and Objectives for Human Services, Education and

Re: Public Safety Chapters

Attached are the goals and objectives or mission statements from the Human Services, Education and Public Safety chapters of the Comprehensive Plan.

Staff is uncertain why there is a dedicated chapter to human services in a land use planning document. While the social services department is an important component of any community, the mission, goals and objectives of the department are not relevant to a comprehensive plan. Based on a sample review of other comprehensive plans in Virginia jurisdictions, not one had a chapter on human or social services. Staff recommends that this chapter be eliminated as part of any future update of the Comprehensive Plan.

Staff has also reviewed the existing goals and objectives for the Education and Public Safety chapters. They do not follow the format of the goals and objectives previously reviewed by the Planning Commission. Furthermore, these goals and objectives lack the details and specificity that are appropriate for a comprehensive plan and desired by staff. Therefore, staff is recommending coordination with the schools, fire and rescue and police departments to develop a new list of goals and objectives. Staff is requesting a three month period to meet with appropriate City staff members and draft new goals and objectives. When completed, staff will present them to the Planning Commission for consideration.

Attachment

Goals, Objectives & Action Strategies

Goal H1

Maintain a well educated and trained staff of professionals

Objective H1.1

Ensure compliance with all mandates and required deadlines, while increasing the staff's knowledge and skills, improving morale and job satisfaction, and recruiting and retaining well-qualified staff.

Action Strategy H1.1.1 Provide staff with necessary training on program mandates, eligibility criteria, systems training, new and innovation program models, accordingly.

Action Strategy H1.1.2 Continue to provide cross-training opportunities for staff.

Action Strategy H1.1.3 Continue to hold joint planning meetings among staff.

Action Strategy H1.1.4 Develop an Employee Development and Recognition Program with mentoring, job swapping, and internships.

Action Strategy H1.1.5 Maximize use of Virginia Institute for Social Services Training Activities (VISSTA) training center and expertise.

Action Strategy H1.1.6 Fill all staff vacancies on a timely basis.

Action Strategy H1.1.7 Implement a state recommended "pay for skill attainment" program, creating a two-tiered certification and pay system for eligibility and social work staff.

Action Strategy H1.1.8 Monitor staff caseloads to ensure appropriate and timely processing of applications and payment of benefits..

Action Strategy H1.1.9 Collaborate with the state to develop functional, user-friendly computer systems.

Goal H2

Maximize Use of State and Federal Funding

Objective H2.1

Increase revenue reimbursement from federal and state funding for local human service programs by 25%, increase revenue for program services overall by 10%, increase services available to citizens by 10%.

Action Strategy H2.1.1 Establish a Revenue Maximization Program to educate human service agencies about eligible programs.

Action Strategy H2.1.2 Pursue funding for Independent Living Program administration.

Goal H3

Increase collaborative efforts to maximize utilization of program and financial resources

Objective H3.1

Increase effectiveness of program services, while decreasing duplication of services, increase revenue for program services overall by 5%, increase number of clients served by programs by 5%, develop universal process for needs assessments and outcome measurements

Action Strategy H3.1.1 Increase shared ownership and funding among local governments for Juvenile Justice Programs

Action Strategy H3.1.2 Increase shared ownership and funding among local governments and non-profit agencies for human service programs.

Action Strategy H3.1.3 Increase collaborative efforts with Manassas Park City Schools, Parks & Recreation, and the Police Department to coordinate, develop and implement needed programs.

Action Strategy H3.1.4 Advocate for legislation mandating and funding Mental Health Services for youth.

Action Strategy H3.1.5 Pursue opportunities for cost-sharing and/or garnering additional resources to offset the lack of adequate federal, state, local funding.

student achievement and earning fully accredited status for all four schools provides an excellent beginning for the early years of the new century. With enhanced fiscal resources through the Revenue Sharing Agreement, a solid foundation has been established for delivering exemplary programs, facilities, and student achievement for many years to come!

The school division has developed outstanding programs and initiatives in the following areas: vision and planning, student achievement, curriculum/instruction, staff development, technology, school design and construction, fiscal management and school-community relations.

Standards of Learning Scores and Accreditations Ratings

Standards of Learning Scores show that all Manassas Park City Schools are fully accredited by the Virginia Department of Education.

SOL Test Scores and State Accreditation for 2004-2005						
School	Grades	English	Math	History	Science	Accreditation
Cougar	Pk-3	89	96	92	94	Fully Accredited
MPES	4-5	93	93	86	81	Fully Accredited
MPMS	6-8	82	97	80	86	Fully Accredited
MPHS	9-12	97	94	83	98	Fully Accredited

Table 9.4 SOL Test Scores and State Accreditation

Mission and Vision

- **Manassas Park City Schools’ vision is** to foster a learning community inspiring competence, confidence, and commitment.

- **Manassas Park City Schools’ mission is** to motivate parents, community and staff to inspire students.
- **Manassas Park City Schools believes that....**
 All things are possible.
 All children will learn.
 People make the difference.
 Empowered people make good decisions.
 Leadership embodies a mix of personal humility and professional will.
 Data drives decisions.
 Professional development is the cornerstone of our success.
- **Manassas Park City Schools’ values center on.....**

People – We are dedicated to providing personalized attention to individual and group strengths and needs, honoring fairness, dignity, and respect. Personalization allows us to understand and attend to each individual’s potential. Sensitivity is vital when differentiating communication appropriate to individuals and groups. Inclusiveness mandates that everyone is given a fair chance.

Commitment – We persistently and passionately pursue our vision. Persistence – stay the course. Passion – apply yourself with energy and enthusiasm. Promise – dedicate yourself to the Manassas Park City Schools vision.

Community – We work together as a family in the best interest of

Manassas Park. Collegiality – problems are not insurmountable when we work collaboratively to solve them. Cooperation – we all ~ parents, teachers, students, leaders, and governing entities ~ have a stake.

Quality – We meet challenges with creative and innovative solutions; if we do it, we do it right. Competence – we have the most qualified and capable staff, state-of-the-art learning facilities and great student outcomes. Innovation – we find creative solutions to challenging problems.

Clarity – We know where we are going; and we know where we have been.

The Professional Staff

Every organization’s productivity is directly dependent upon the quality of the adults that work in the organization. During the last six years Manassas Park City Schools has been successful in attracting, hiring, and retaining outstanding educators. Improved salary schedules for professional staff and world class school facilities at

Cougar Elementary School, Manassas Park Middle, and Manassas Park High School and coupled with plans to improve the Manassas Park Elementary School were key to this success.

Through these efforts, the school division has seen significant improvement in all areas of the school division with student performance having the most dramatic success. Student performance on the Standards

of Learning tests scores has significantly increased, thus resulting in all schools being fully accredited by the Commonwealth of Virginia. Of the 361 total staff members in the school division, 210 are professionally certified, and fifty-four percent of the certified staff have a master’s degree or higher. The breakdown by category is as follows:

- Doctoral Degrees: 2%
- Master’s Degree: 37%
- 2nd Advanced Degree: 2%
- Bachelor’s Degree plus 15 hours: 11%
- Master’s Degree plus 15 hours: 13%
- Bachelor’s Degree: 35%

School Construction – A New Era

Manassas Park embarked on a school construction program opening a new high school building in February 1999, a new elementary school for 900 students in January 2001, a 41,000 square foot addition to Manassas Park High School in April 2004 and a new Manassas Park Middle School in October 2006. By the close of 2005, Manassas Park High School had received seven awards for architectural excellence and Cougar Elementary School had received four awards. These projects were completed on-time, within budget, but at a square foot cost significantly below any school construction in Northern Virginia and significantly below most all school construction throughout the Commonwealth of Virginia. For example, Cougar Elementary School was the second least expensive

Goals and Objectives - (Fire and Rescue)

GOALS

- Save lives and preserve property;
- Maintain the highest levels of training and education;
- Promote health and safety throughout the community;
- Endeavor to always excel in our effort to meet our five department goals.

INTEGRITY

- We will be honest, forthright, and loyal;
- We will treat our customers and each other with respect.

TEAMWORK

- Only through effective communication, positive attitudes, shared work-loads and collective commitment will we meet our responsibilities to the community;
- Through constructive actions, comments, suggestions and an openness to new ideas, we shall achieve our team goals and objectives.
- “We” rather than “I” will be the prevailing attitude and practice.

COMPETENCE

- We will strive to be proficient and optimally effective.
- We will continually work to improve our knowledge of the profession and individual and collective performances.

IMAGE

- We will seek to improve and protect the public image of the Department and the profession.
- Fostering community trust shall remain a high priority.

SERVICE

- We will provide quality life safety, health care, property conservation and environmental preservation for our customers in a safe, timely, professional and effective manner.

radio systems, and cell phones. The IT needs for the Department range from typical office software (i.e. word processing and spreadsheets) to specialized programs supporting state requirements for crime reporting.

The Department also uses mobile data terminals (laptop computers) in each of its vehicles. These terminals allow the officers to perform tasks such as vehicle registration checks and outstanding warrants without going through the dispatchers. The Department recently upgraded the computers in its police cars to allow for advanced in-car reporting and GIS guided mapping capabilities.

Near Term Outlook

During the next few years, we project the population to increase from 12,400 to 15,000. Residential, commercial and industrial development within the city continues to increase with the addition of several new projects. The planned and current developments of Park Center and the adjoining land next to the VRE train station have further increased the community's demands for our services.

Given the physical characteristics of the city, city police services are oriented towards all types of pro-active and reactive law enforcement activities. These include, but are not limited to, assaults, domestic disputes, burglaries, larcenies and traffic enforcement. Traffic radar enforcement is regularly requested within the community. The

Department has seen an increase in calls for services during the past several years. The public appreciates and frequently requests the high visibility of police personnel.

One method of increasing the visibility of the officers within the city was to create a new color scheme, potentially blue/grey to tie into the historical background of the area, for the marked police vehicles. The white color cars with blue lettering previously used in the City did not readily stand out in traffic.

Goals and Objectives - (Police)

Promote a safe community by providing the highest quality of police services available with first class equipment and well-trained personnel who are prepared for a wide variety of emergencies, and who serve the community in a personal effective manner.

Maintain and renew Manassas Park Police Department's Virginia State-accreditation, while providing a wide range of law enforcement operations and functions on a 24-hour, 7 days a week basis from the Public Safety Building.