



CITY OF HARRISONBURG
**COMMUNITY
DEVELOPMENT**

Special Use Permit Application

www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

Property Address: 201 South Ave Tax Map: 20 B 8 Total Land Area: .13 acres or sq.ft. (circle)
Existing Zoning Classification: M-1
Special Use being requested: 10-3-97 (1)

PROPERTY OWNER INFORMATION

Property Owner Name: Gerardo Pandolfi / Belen Martinez Telephone: Belen (540) 435-0388 / Gerardo (305) 244-5470
Street Address: 606 Perry St E-Mail: Belen.m.vra@gmail.com
City: Harrisonburg State: VA Zip: 22801

OWNER'S REPRESENTATIVE INFORMATION

Owner's Representative: Belen Martinez Telephone: (540) 435-0388
Street Address: 606 Perry St E-Mail: Belen.vra@gmail.com
City: Harrisonburg State: VA Zip: 22801

CERTIFICATION

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.

PROPERTY OWNER: [Signature] DATE: 5/9/2025

REQUIRED ATTACHMENTS

- ☒ Site or Property Map
☒ Letter explaining proposed use & reasons for seeking a Special Use Permit.
☒ Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit www.harrisonburgva.gov/traffic-impact-analysis. This requirement is waived for the following SUPs: major family day homes, reducing required parking areas, reduction in required side yard setback, wireless telecommunication facilities, wall and fences, and short-term rentals. To prevent delays in reviewing your application, please consult with Planning staff to confirm your application does not require a TIA Determination Form or TIA Acceptance Letter.

Note: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

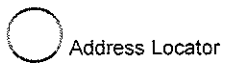
TO BE COMPLETED BY PLANNING & ZONING DIVISION

Date Application and Fee Received: 5/9/25
Received By: [Signature]
Total Fees Due: \$ 455.00 Paid
Application Fee: \$425.00 + \$30.00 per acre

ArcGIS Web Map



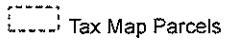
4/21/2025, 12:07:37 PM



Address Locator

Addresses

Real Estate and Ownership



Tax Map Parcels

World Imagery

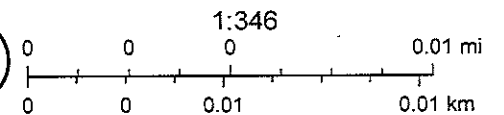
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

7.5cm Resolution Metadata



Commonwealth of Virginia, Maxar, Microsoft, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS

05/08/2025

To Whom this may concern,

My name is Belen Martinez, and I am applying for a Special Use Permit for 201 South Ave, Harrisonburg Va 22801. The purpose for the Special Use Permit is to allow the operation of a Mobile Food Truck business.

We will work with the City of Harrisonburg to do what is necessary to comply with building and Zoning Code.

Please feel free to reach out to me if you have any questions.

Regards,

 5/8/25
Belen Martinez



City of Harrisonburg, VA
Department of Public Works

**Determination of Need for a
Traffic Impact Analysis (TIA)**

www.harrisonburgva.gov/traffic-impact-analysis

For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

Contact Information			
Consultant Name:	BELEN MARTINEZ		
Telephone:	(540)435-0388		
E-mail:	BELENM.VRA@GMAIL.COM		
Owner Name:	GERARDO PANDOLFI / BELEN MARTINEZ		
Telephone:	(305)244-5470		
E-mail:	CHIVOGER@GMAIL.COM		
Project Information			
Project Name:	CONER OF S HIGH & SOUTH AVE		
Project Address:	201 SOUTH AVENUE		
TM #:	20-B-8		
Existing Land Use(s):	VACANT LOT		
Proposed Land Use(s): (if applicable)	FOOD TRUCK PARKING SPOT		
Submission Type:	Comprehensive Site Plan ☐	Special Use Permit ☒	Rezoning ☐ Preliminary Plat ☐
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	WE ARE PROPOSING TO USE THE VACANT CORNER TO BE USED FOR A FOODTRUCK BUSINESS. THERE IS ACCESS TO THE PROPERTY BY NORTH SIDE OF SOUTH AVE. AND EAST SIDE FROM S HIGH ST. ACCESS FROM S HIGH ST WILL BE BLOCK BY A CHAIN LINK TO POST ON EACH SIDE.		
Peak Hour Trip Generation (from row 15 on the second page)			
AM Peak Hour Trips:	8		
PM Peak Hour Trips:	15		

(reserved for City staff)

TIA required? Yes _____ No ☒

Comments:

Accepted by: Zenitha Mason

Date: 04/22/2025

Peak Hour Trip Generation by Land Use

Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Food Truck	933	Employee	3	8	15
2	Proposed #2						
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips					8	15
8	Existing #1	Vacant	NA			0	0
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips					0	0
15	Final Total (Total New – Total Existing)					8	15

Instructions

Determination of trip generation rates shall be in conformance with ITE guidelines.

1. Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
2. Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
3. If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
4. Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
5. Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.