



October 15, 2025

SENT BY FIRST CLASS & CERTIFIED MAIL

Arctic Wicks, LLC
c/o Eric Kaiser
881 Highams Court, Unit 3E
Woodbridge, VA 22191

John Paul Alvarez & Lisa Ann Alvarez
4036 Chetham Way
Woodbridge, VA 22192

Re: Zoning Determination Case: #ZNR2026-00014 - Determination of County Code Sec. 32-403. Et. Seq. of the Prince William County Zoning Ordinance
Property Address: 881 Highams Court, Unit 3E, Woodbridge, VA 22191;
GPIN: 8492-12-2904.01(Condominium Unit); **Zoning District:** M-1, Heavy Industrial (the "Property")

To Whom It May Concern:

This is in response to the application that you filed on July 30, 2025, requesting a zoning determination for the above referenced Property on behalf of the tenant, Arctic Wicks, LLC. More specifically, you have requested confirmation that the manufacturing of "non-toxic, clean-burning candles" would be a permitted by-right use of the Property.

Background

The Property is an approximately 1,800 square foot condominium unit within the HHC Warehouse Condo subdivision, is zoned M-1, Heavy Industrial, and is located within the E-Commerce Overlay District. The Property is not subject to any proffers, special use permits, or nonconforming uses and is regulated by Part 403 and Part 500 of the Prince William County Zoning Ordinance.

Definitions

Part 100 of the Prince William County Zoning Ordinance contains defined terms. The Zoning Administrator shall strictly construe the terms and definitions. In the event a term is not defined in this section, the Administrator shall refer to other chapters of the Prince William County Code and to the building code for guidance. If ambiguity remains, the Zoning Administrator shall then rely upon the conventional, recognized meaning of the word or phrase (e.g., current edition, Merriam-Webster's Dictionary). The following Zoning Ordinance defined uses are applicable to this application:

Distribution and fulfillment center shall mean a facility where goods or products are stored on-site temporarily, for the purpose of delivery to a neighborhood retail and fulfillment center or residential

property. Such facilities may include automated systems, office space, and a pick and pack area to be used by employees for sorting and packaging goods and products for delivery from available, on-site inventory. Distribution and fulfillment center may include Warehousing and is not defined as Retail uses with an accessory delivery component.

Manufacture, manufacturing shall mean the processing and converting of raw, unfinished materials or products into articles or substances of different character, or for a different purpose.

Part 403 – Industrial Districts

Part 500 – Special Public Interest Overlay Districts, Generally

Proposed Use

According to the request letter, the Proposed Use is the manufacturing of “non-toxic candles made from a proprietary blend of coconut oil and beeswax” by Arctic Wicks. The Proposed Use consists of the electric melting of wax to approximately 180 degrees Fahrenheit, blending in fragrance oils, hand-pouring the mixture into glass jars, and packaging the finished products for e-commerce fulfillment. The finished candles are stored on-site until they are purchased via an online platform for Arctic Wicks or distributed through Fulfillment by Amazon (FBA), in which the candles are either shipped directly to consumers using UPS/FedEx or to an Amazon distribution center for delivery. There are no retail sales on the Property. According to the existing floor plan, approximately 300 square feet of the Property is used for candle manufacturing, 755 square feet for the storage of materials and finished candles, 350 square feet for preparing finished products for shipping, and 190 square feet is used as the main office.

Use Determination

Based on the above referenced background information, review of the submitted application documentation, and analysis of the relevant sections of the Zoning Ordinance, the Proposed Use of candle manufacturing, storage, and distribution would be permitted by-right on the subject Property, pursuant to the determination that:

1. The Property is zoned M-1, Heavy Industrial; and
2. The Proposed Use is deemed to fall under the “Manufacturing, cosmetics and perfumes” use as the permitted principal use, with an accessory use of “Distribution and fulfillment center (less than 350,000 square feet in gross floor area within the E-Commerce Overlay District)”; and
3. The M-1, Heavy Industrial zoning district permits the “Manufacturing, cosmetics and perfumes”, and “Distribution and fulfillment center (less than 350,000 square feet in gross floor area within the E-Commerce Overlay District)” as by-right uses; and
4. The Property is subject to the provisions set forth in Part 403 and Part 500 of the Zoning Ordinance, and all applicable local and state regulations which shall be demonstrated during the required site plan approval process.

October 15, 2025

This determination is based on regulations that are in effect on the date of this letter, which are subject to change. Should you have any questions, please feel free to contact this office. State law mandates the following paragraph to be included in all determinations rendered by the Zoning Administrator.

The Zoning Ordinance allows that anyone aggrieved by a zoning determination of the Zoning Administrator may appeal the decision to the Board of Zoning Appeals. An appeal must be filed within thirty (30) days of receipt of this letter. The Board of Zoning Appeals will schedule and advertise a public hearing to consider an appeal within 90 days of the filing. The determination contained within this letter shall be final if an appeal is not filed within 30 days of receipt of this letter. The application fee and appeal application forms are available on our web page at the following link:

<https://www.pwcva.gov/assets/2021-06/Application%20for%20an%20Appeal.pdf>

Sincerely,



Lisa Fink-Butler, CZA, CTM
Zoning Administrator

cc: Joyce Fadeley, Department of Development Services, Land Development Division Chief
Raleigh Lopez, Public Works, Property Code Enforcement