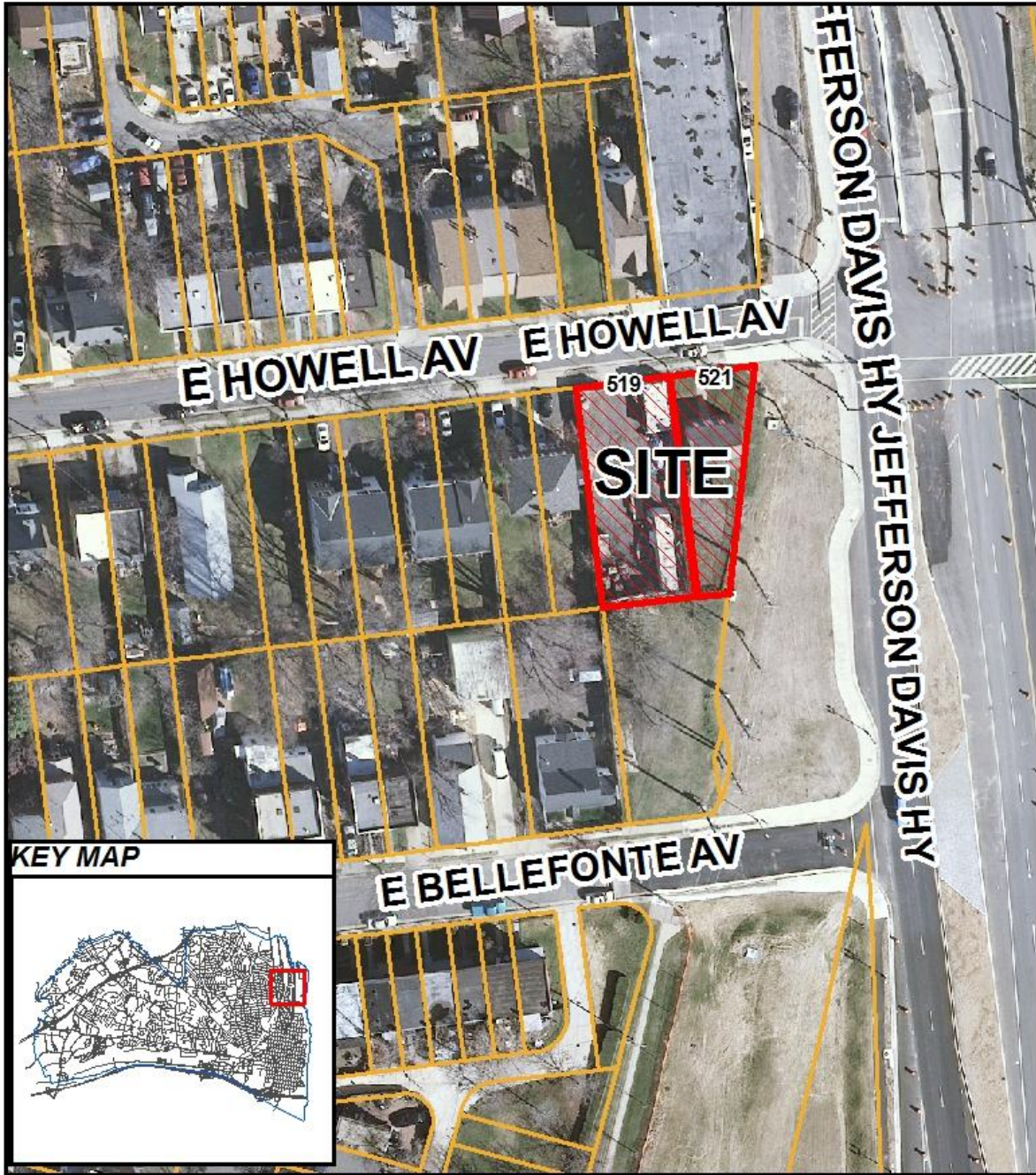


Docket Item #15
Development Site Plan #2013-0010
519 – 521 East Howell Ave. – The Dorn Building

Application	General Data	
Project Name: The Dorn Building	PC Hearing:	September 3, 2013
	CC Hearing:	N/A
	If approved, DSUP Expiration:	September 3, 2016
	Plan Acreage:	0.22 Acres (9,410 Square Feet)
Location: 519 - 521 East Howell Ave	Zone:	Commercial Service Low (CSL)
	Proposed Use:	Mixed-Use (Retail and Office)
	Dwelling Units:	N/A
	Gross Floor Area:	2,956 Square Feet
Applicant: Howell Properties, LLC by Duncan W. Blair	Small Area Plan:	Potomac West
	Historic District:	N/A
	Green Building:	Requesting flexibility to the City's Green Building Policy

Purpose of Application
The applicant requests approval of a development site plan to construct a commercial building, with ground-floor retail and second-floor office, and a surface parking lot.
Modifications Requested:
1. Development site plan to construct a commercial building and associated surface parking.

Staff Recommendation: APPROVAL WITH CONDITIONS
Staff Reviewers: Dirk H. Geratz, AICP; dirk.geratz@alexandriava.gov Jessica McVary, AICP; jessica.mcvary@alexandriava.gov



DSP #2013-0010
519 & 521 E. Howell Ave.

9/3/2013 N



I. SUMMARY

A. Recommendation

Staff recommends approval of the request for a development site plan to construct a two-story commercial building with ground-floor retail in the CSL / Commercial Service Low zone, subject to compliance with the staff recommendations.

B. General Project Description and Summary of Issues

The applicant, Howell Properties, LLC, requests approval of a development site plan to consolidate two abutting parcels, 519 and 521 East Howell Avenue, and construct a commercial building and associated surface parking lot on a site which is currently occupied by a vacant pump house and storage yard. To construct the project, the applicant requests approval of a development site plan.

Key issues that were considered with this proposal, which are discussed in further detail below include the following:

- Site design and building orientation; and
- Pedestrian improvements in lieu of contribution for undergrounding existing utilities.

II. BACKGROUND

A. Site Context

The project site is located in the northeastern portion of the City on two parcels bordered by East Howell Avenue to the north, Jefferson Davis Highway to the east, vacant land to the south and existing residential homes to the west. The site is approximately 0.22 acres (9,410 sq. ft.) and is currently occupied by a vacant pump house and storage yard. A mixture of uses, including low-scale commercial and residential, characterize the surrounding neighborhood. The site is also located immediately adjacent to the Town of Potomac Historic District, a National Register Historic District.

According to the City's real estate records, 519 and 521 East Howell Avenue have a combined site area of 8,331 sq. ft. However, the site area increased to 9,410 sq. ft. with the conveyance of property to the applicant, through a quitclaim deed by the Virginia Department of Transportation (VDOT). Due to the site's proximity to Jefferson Davis Highway, VDOT previously acquired 0.025 acres of the site in conjunction with the state highway system. In July 2012, VDOT authorized a conveyance of property to the applicant to relinquish control of the property. The 0.025 acres was returned to the applicant, and the total site area was increased from 8,331 sq. ft. to 9,410 sq. ft. (0.22 acres).

B. Project Evolution

The applicant approached staff in the spring of 2013 to discuss the proposed redevelopment of the subject site. During the initial meeting, staff expressed concern with the site design, building orientation and compatibility with the surrounding development pattern. The applicant explored alternative site designs, but ultimately submitted a preliminary plan for completeness review with the surface parking adjacent to East Howell Avenue.

In the completeness review, staff continued to express concerns with the site design, citing Sections 11-410 (C) and (F) of the Zoning Ordinance which state that development proposals shall provide a building and parking lot orientation which are compatible with and do not adversely affect the character of the neighborhood. Staff noted that the current character of the neighborhood was one where structures are located closer to the street, with parking located to the rear or side of the structure. Staff recommended that the building be relocated to front on East Howell Avenue, similar to the adjacent residential structures, and locate the parking to the rear of the structure.

The applicant and staff continued to discuss the site design, and explored alternatives for the orientation and placement of the building and parking area. As discussed in greater detail in the staff analysis section of this report, staff evaluated the site constraints and the neighborhood character, and ultimately determined that the site design was acceptable if the building was oriented to Jefferson Davis Highway. The applicant revised the application pursuant to these discussions and submitted a preliminary plan in July 2013.

C. Detailed Project Description

With this application, the applicant proposes to demolish the existing vacant pump house and consolidate the two existing lots to construct a 2,956 sq. ft. commercial building and 12 surface parking spaces. The proposed two-story building is positioned in the southeast corner of the consolidated parcel, with the front façade oriented toward Jefferson Davis Highway. The building is designed to accommodate a retail tenant on the ground floor and a business or professional office on the second floor.

The applicant proposes to accommodate parking for the retail and office uses in a surface parking lot on the northern half of the site. Access to the parking lot is envisioned at the northwest corner of the property, from East Howell Avenue. The parking lot includes 11 standard spaces and 1 accessible space, in compliance with the parking requirements outlined in Section 8-200 of the Zoning Ordinance.

In addition to the commercial building and associated parking, the applicant proposes several landscape enhancements. First, in an effort to provide an enhanced buffer between the site and the adjacent residential uses, the applicant proposes landscaping, including evergreens and shade trees, along the western property line. Landscaping is also proposed along East Howell Avenue to screen the surface parking lot from the right-of-way and create an improved streetscape. Finally, the applicant, in consultation with

staff, proposes a formal landscape design within the City right-of-way adjacent to Jefferson Davis Highway, to provide a pedestrian connection between Jefferson Davis Highway and the entrance plaza to the new building. Furthermore, these landscape enhancements also provide a connection between Simpson Stadium Park, the Howell Avenue Finger Park, and Potomac Yard Park located on the eastern side of Jefferson Davis Highway.

III. ZONING

Property Address:	519 and 521 East Howell Avenue	
Total Site Area:	0.22 Acres (9,410 sq. ft.)	
Zone:	CSL (Commercial Service Low Zone)	
Current Use:	Vacant Pump House and Storage Yard	
Proposed Use:	Commercial Mixed-Use (Retail and Office)	
	Permitted/Required	Proposed
FAR	0.5	0.28
Height	50 Feet	25.5 Feet
Setbacks		
Front*	20 Feet	20 Feet
Side**	25.5 Feet	25.5 Feet
Rear	N/A	N/A
Parking		
Office Use:	3 spaces (1/450 sq. ft.)	3 spaces
Retail Use:	8 spaces (1.1/200 sq. ft.)	8 spaces
Total:	11 spaces	12 spaces (including one accessible space)
Loading spaces:	N/A	None
<p>* Pursuant to section 7-902(B), where property in a commercial zone is directly across a street from property in a residential zone, the front yard setback shall be the front yard setback required of the residential zone.</p> <p>**Pursuant to section 7-902(A), no commercial building shall be located within a distance from the nearest residential zone line equal to the height of the commercial building, or 25 feet, whichever is greater.</p>		

IV. STAFF ANALYSIS

A. Conformance to the Small Area Plan

The Potomac West Small Area Plan, adopted as part of the 1992 Master Plan, and amended in March 2005, acknowledged that properties located on the western side of Jefferson Davis Highway provide an opportunity for commercial development. In an effort to promote appropriate commercial uses along this heavily traveled thoroughfare

and respect the adjacent residential uses, the Plan recommended that the site be zoned CSL (Commercial Service Low). The Plan noted that the CSL designation reflected the existing uses, as well as provided for low intensity uses which were compatible with the adjacent residential area. Staff believes that the applicant's proposal to construct a small commercial building, with retail on the ground floor and a business or professional office on the second floor, achieves the balance recommended by the Potomac West Small Area Plan.

In addition to conforming to the existing neighborhood characteristics, which favor smaller-scale office and retail development, the proposal also incorporates a landscaped buffer along the western property line to provide a transition between the commercial building and the residential uses located west of the site. The Plan recommends that impacts on adjacent residential areas be minimized through "more extensive landscaping, masonry walls or other materials to buffer the impacts from the commercial use." With this application, the applicant proposes to provide the aforementioned landscape buffer along the western property line, but also proposes enhanced landscaping along East Howell Avenue and Jefferson Davis Highway to ensure an adequate buffer is provided for the adjacent residential uses.

The Potomac West Small Area Plan also emphasizes the importance of open space within the Plan area, and included priorities such as the creation of public open space from vacant land; linking and expanding the pedestrian, bicycle and trail system; and enhancing streetscapes and gateways. As discussed in greater detail below, the applicant has worked with staff to develop a plan for pedestrian and landscape improvements within the public right-of-way adjacent to Jefferson Davis Highway. These improvements offer an opportunity to provide passive open space on currently vacant land, as well as provide a connection between the Simpson Stadium Park, the Howell Avenue Finger Park and the Potomac Yard Park, located on the eastern side of Jefferson Davis Highway.

B. Site Design and Building Orientation

As previously noted, the site design and building orientation were issues of concern to staff during the conceptual review. During these initial reviews, staff encouraged the applicant to locate the building adjacent to East Howell Avenue with the parking located to the rear. Staff believed that locating the building closer to the street ensured greater compatibility with the residential character west of the site.

However, residential zones abut this property to the west and the north and the supplemental zone regulations outlined in Section 7-902 of the Zoning Ordinance apply to this site. Although the CSL (Commercial Service Low) Zone does not have any yard requirements, the site is subject to the zone transition setbacks established in Section 7-902 of the Zoning Ordinance. Pursuant to Section 7-902(A), "no commercial building shall be located within a distance from the nearest residential zone line equal to the height of such commercial building or 25 feet, whichever is greater." As the proposed building height is 25.5 feet, the required side yard is 25.5 feet. Likewise, pursuant to Section 7-

902(B), “where property in a commercial or industrial zone is directly across a street from property in a residential zone, the front yard setback shall be the front yard setback required of the residential zone.” Therefore, the required front yard is 20 feet. Compliance with these regulations prohibits the placement of the building adjacent to East Howell Avenue, unless a modification is requested and granted. It was the desire of the applicant to pursue development site plan approval without any modification requests.

In addition to the challenge presented by the zone transition requirements, staff also recognized that the commercial structures along Jefferson Davis Highway often front on the highway, rather than the residential street. As noted in the Potomac West Small Area Plan, the commercial properties on Jefferson Davis Highway, including the subject parcel, are transitions between the heavily traveled thoroughfare and the predominantly residential neighborhoods to the west. As a transitional property, staff determined that frontage along the highway, rather than East Howell Avenue was acceptable in this location, as the orientation of the commercial structure was consistent with other commercial properties in the vicinity of the site.

C. Pedestrian and Streetscape Improvements

Although many commercial structures have their primary façade oriented to Jefferson Davis Highway, this site is particularly challenging due to the presence of City property between the site and the roadway. With the construction of the Monroe Avenue Bridge, Jefferson Davis Highway was realigned, and the curb line was shifted approximately 60 feet to the east. This realignment resulted in the creation of City property between East Howell Avenue and East Bellefonte Avenue. Therefore, the subject site is approximately 60 feet west of the Jefferson Davis Highway curb line. To create an appropriate relationship between the building and the public right-of-way, the applicant has agreed to complete off-site landscape improvements on the City property, resulting in a passive open space between the site and Jefferson Davis Highway.

These off-site landscape improvements are at a strategic location, as they provide an important connection between Simpson Stadium Park, Howell Avenue Park and Potomac Yard Park. As briefly mentioned above, this connection achieves a goal established in the Potomac West Small Area Plan, as well as other City plans and policies, as it creates a link between important open spaces within this area of the City. Within this passive open space, the applicant has agreed to complete improvements including street trees, plantings and walkways, in general conformance with Attachment 1.

As with all development applications where above grade utilities exist, staff discussed a fee in lieu of undergrounding the major utilities adjacent to the site. Ultimately, due to the small scale of the redevelopment proposal and the value of the off-site landscape improvements, staff determined that an additional fee in lieu of undergrounding was not necessary in this case.

D. Building Design

The proposed building is simple in its design approach, with a brick façade, precast detailing, aluminum windows and an industrial inspired awning. The design recalls the simple, functional vernacular of the vacant pump house which is currently located on the site, as well as other industrial buildings within the neighborhood. Ornamentation is limited to the four center panels on each façade, which include slightly higher parapets and a one-foot projection. Overall, staff believes that the proposed design is refreshingly simple, and appropriate for the site.

As the building is located within a few feet of the southern property line, windows are not permitted on the southern façade of the building, pursuant to the building code. As the southern façade faces the Simpson Stadium Park, staff believes that some fenestration is necessary. Staff has included a recommendation that the applicant continue to work with staff through the final site plan process to obtain some fenestration on the southern façade. This can be accomplished by either shifting the building slightly to the north to gain additional distance from the property line, or through a building code modification.

E. Green Building and Sustainable Design

The City's Green Building Policy, adopted in April 2009, requires commercial development to achieve LEED Silver Certification, or an equivalent green building standard. While the applicant has agreed to achieve the points necessary to qualify the project for LEED Core and Shell Silver Certification, or an equivalent green building standard, they request flexibility to forego the registration and formal certification process.

In this case, staff supports the applicant's request to forego the formal registration and certification process. While the Green Building Policy applies to all development projects subject to a site plan, it does include flexibility for special circumstances in the size, scale, location or use of a building, including small retail establishments. Although the proposed project meets LEED's minimum program requirements, staff acknowledges that the gross floor area is less than 3,000 square feet, smaller than many additions which have requested and received flexibility in the past. Staff believes that it is important to note that this is a unique project, particularly due to the additional public benefits provided by the off-site improvements. In the future staff will continue to evaluate a project's merits for flexibility on a case by case basis while continuing to strongly encourage all commercial buildings to receive formal certification as recommended by the City's Green Building Policy.

V. COMMUNITY

A. Outreach

In addition to posting the public notice at the site and sending written notice to all adjoining property owners, the applicant contacted the Station at Potomac Yard, the Potomac Yard Homeowners Association and the Land Use Committee of the Del Ray

Citizens Association. While the Station at Potomac Yard and the Potomac Yard Homeowners Association declined the applicant's offer to present the project, the project was presented to the Del Ray Citizens Association Land Use Committee on Thursday, July 11th.

The Land Use Committee noted their general support for the redevelopment of the underutilized site and the potential for neighborhood serving uses, but expressed concern that the proposed development may generate additional traffic congestion at the intersection of East Howell Avenue and Jefferson Davis Highway. The Committee noted that on-street parking should not be provided adjacent to the site, due to potential conflicts with traffic entering and exiting Your Dog's Best Friends, located across East Howell Avenue.

B. Traffic Observations

Staff conducted a site visit during the morning peak period (7:00 AM to 8:30 AM) on Wednesday, August 14th, to observe the traffic congestion and queuing issues identified by the Committee members. During this period, the maximum queue that staff observed was three vehicles on East Howell Avenue. However, staff did observe some temporary delay for vehicles traveling westbound on East Howell Avenue as vehicles slowed to enter Your Dog's Best Friends parking lot. These delays occurred primarily when several vehicles entered East Howell Avenue at one time, particularly when the northbound left turn arrow was green.

The existing entrance to Your Dog's Best Friends is not ideally located, as the entrance on East Howell Avenue is in very close proximity to Jefferson Davis Highway. However, the proposed site entrance is located at the western property line, approximately 80 feet west of the existing site entrance to Your Dog's Best Friends. Staff believes that this distance is adequate to avoid conflicts between traffic entering and exiting the two sites. Approximately 15 to 20 vehicles are anticipated in both the AM and the PM peak periods as a result of the proposed development, but staff does not believe that these additional vehicles will result in additional congestion at the intersection of East Howell Avenue and Jefferson Davis Highway. Staff notes that the proposed development may result in a slightly longer queue of cars on East Howell Avenue.

The Committee members also expressed concern that vehicles exit Your Dog's Best Friends parking lot onto East Howell Avenue, creating addition traffic congestion at this intersection. Staff notes that the site access is designed as an entrance and exiting onto East Howell Avenue is not permitted. During the observation period, staff did not observe any customers exiting the site onto East Howell Avenue, but notes that a private refuse collection truck did exit the site at this location.

At this time, staff does not recommend eliminating the two existing parking spaces located on the southern side of East Howell Avenue, in front of the site. As on-street parking is often a concern to residents in this location, staff is hesitant to remove these

spaces. In addition, these two on-street spaces help to slow vehicles approaching the traffic light at the intersection of East Howell Avenue and Jefferson Davis Highway. The elimination of these two spaces may encourage vehicles to increase their speed as they approach the intersection.

VI. CONCLUSION

Staff recommends approval of the request for a development site plan to construct a commercial building with ground-floor retail in the CSL / Commercial Service Low zone, subject to compliance with all applicable codes, ordinances and the following staff recommendations.

VII. GRAPHICS

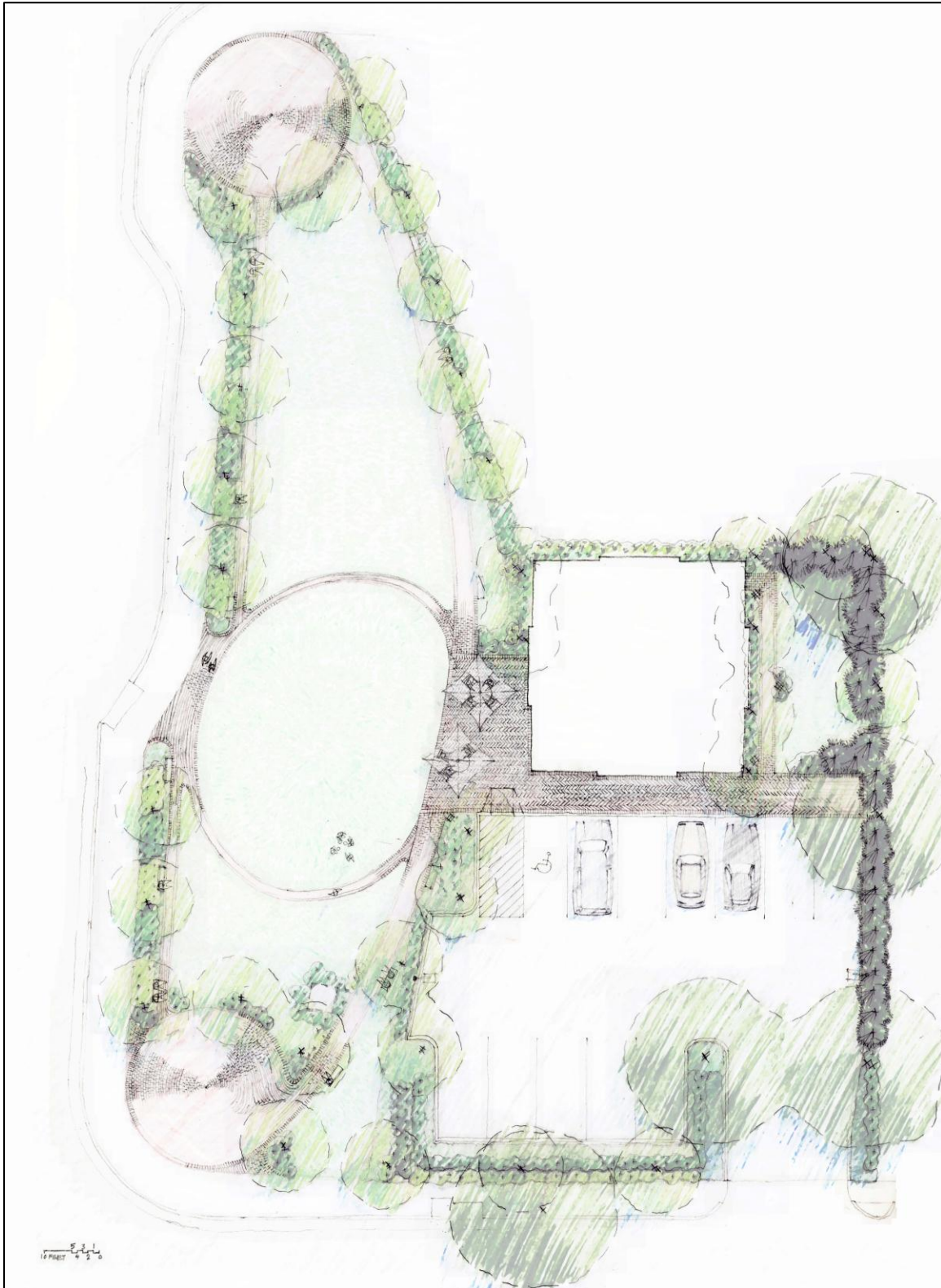


Figure 1: Illustrative Site Plan



Figure 2: Perspective from Northwest

VIII. ATTACHMENT #1

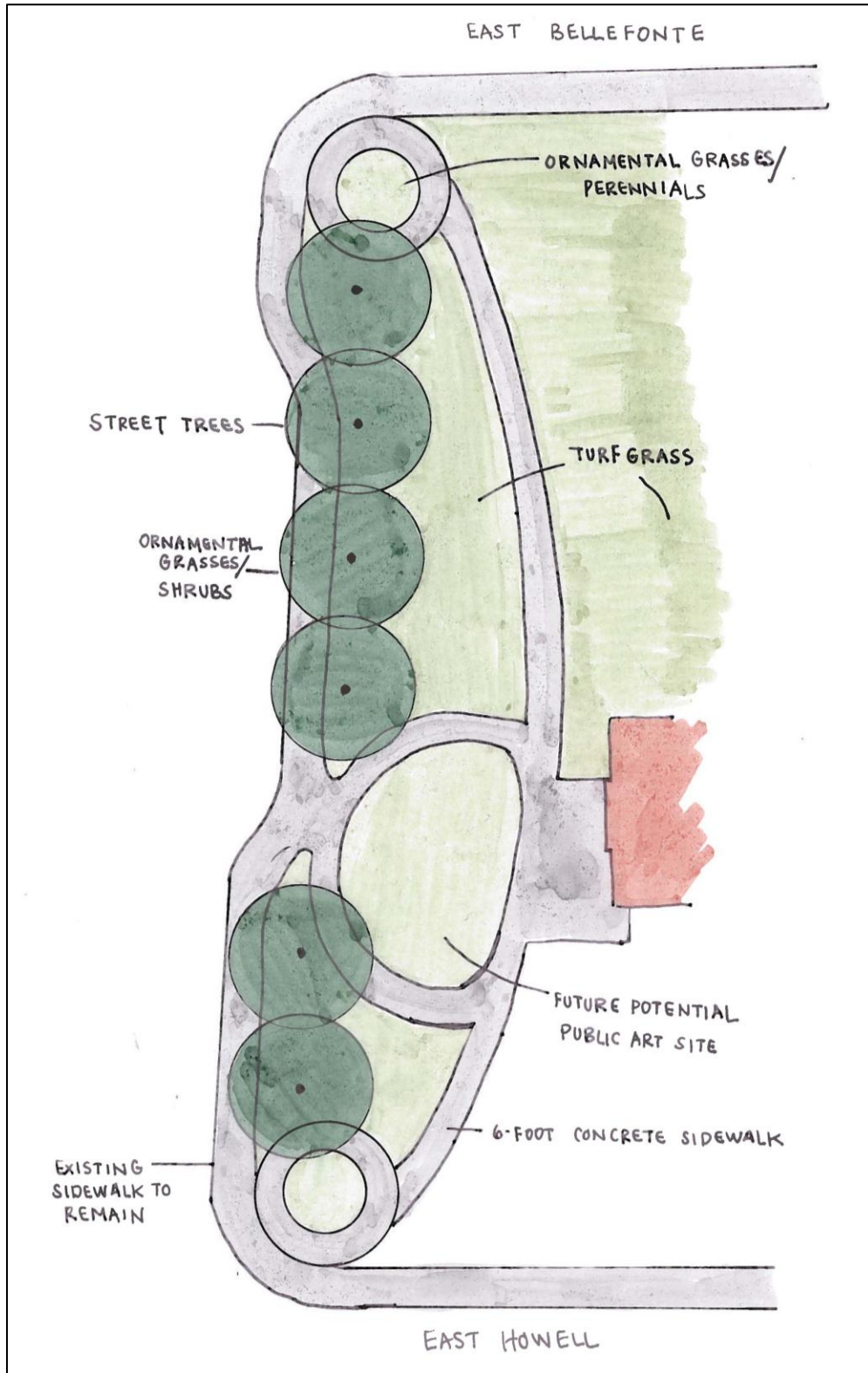


Figure 3: Proposed Off-Site Improvements

IX. STAFF RECOMMENDATIONS

1. The Final Site shall be in substantial conformance with the preliminary plan dated July 18, 2013 and comply with the following conditions of approval.

A. PEDESTRIAN/STREETSCAPE:

2. Provide the following pedestrian improvements to the satisfaction of the Directors of P&Z, RP&CA and T&ES:
 - a. Complete all pedestrian improvements prior to the issuance of a certificate of occupancy permit.
 - b. Install ADA accessible pedestrian crossings serving the site.
 - c. Construct all concrete sidewalks to City standards. The minimum unobstructed width of newly constructed sidewalks shall be 6 feet along the site frontage on East Howell Avenue. A public access easement will be required for the portion of the sidewalk along East Howell Avenue outside of the public right-of-way.
 - d. Sidewalks shall be flush across all driveway crossings.*** (P&Z) (T&ES)

B. OPEN SPACE/LANDSCAPING:

3. Develop, provide, install and maintain an integrated Landscape Plan with the final site plan that is coordinated with other associated site conditions to the satisfaction of the Directors of P&Z and RP&CA. At a minimum the Landscape Plan shall:
 - a. Provide an enhanced level of detail for plantings throughout the site. Plantings shall include a simple mixture of seasonally variable, evergreen and deciduous shrubs, ornamental and shade trees, groundcovers and perennials that are horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.
 - b. Ensure positive drainage in all planted areas.
 - c. Provide planting details for all proposed conditions including street trees, multi-trunk trees, shrubs, perennials, and groundcovers.
 - d. Provide percolation tests to ensure sufficient subgrade drainage related to proposed planting locations on site and the off-site improvements. Test pits shall be a minimum of 2 feet in diameter and 2 feet deep from the bottom of the planting hole. The minimum acceptable percolation rate is 2 inches per hour using potable water. Percolation tests shall be certified by a soil scientist / registered geotechnical engineer and completed prior to the release of the Final Site Plan. Percolation test locations shall be to the satisfaction of the City.* (P&Z)(RP&CA)
4. Provide the following modifications to the landscape plan and supporting drawings:

- a. Substitute the eastern red cedar evergreen trees with an alternative evergreen tree and the inkberry with an alternative evergreen shrub.
 - b. Increase the width of the planting strip along the western façade of the building to a minimum of 3 feet. Provide a columnar tree, rather than a Crape Myrtle in this location.
 - c. Increase the width of the planting strip at the eastern edge of the parking lot to a minimum of 3 feet or provide an ornamental masonry screen wall.
 - d. Replace the three Crape Myrtle trees proposed along East Howell Avenue with three medium shade trees to reinforce the street edge.
 - e. Revise the total cover provided tabulation to remove the crown coverage allowance for the shrubs screening the parking area, as shrub plantings used as screening do not apply toward crown coverage allowances.
 - f. Develop and implement a landscape plan for the off-site landscape improvements to the satisfaction of the Director of RP&CA. The landscape plan shall provide a connection between the Howell Avenue linear park and Simpson Park and include the following elements in general conformance with attachment #1, not to exceed \$35,000. If the existing sanitary sewer lines and tap are adequate to serve the building, the improvement amount shall be increased to \$40,000:
 - i. Street trees along Route 1 spaced 30 feet on center.
 - ii. Shrubs and/or ornamental grasses, not to exceed 3 feet high, along Route 1.
 - iii. Six-foot wide concrete walkways to connect the building entrance with Howell Avenue, Route 1 and Bellefonte Avenue.
 - iv. Turfgrass on the remainder of the right-of-way parcel. Turfgrass species shall be on the current Virginia Cooperative Extension Turfgrass Variety Recommendations.
 - v. A site irrigation / water management system, including a separate water source / meter for the off-site landscape improvements.
 - vi. Site furnishings shall be the City standard park furnishings.
 - g. The applicant shall provide use of an existing 1 inch water meter, or provide a new 1 inch water meter, for an irrigation system to service the off-site landscape improvements. The applicant shall provide a perpetual easement to the City for the use, pipe connections and access to the water meter. The easement shall be recorded prior to release of the final site plan.* (P&Z)(RP&CA)
5. Provide a site irrigation and/or water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA, P&Z and Code Administration.
- a. Provide an exhibit that demonstrates that all parts of the site can be accessed by a combination of building mounted hose bibs and ground set hose connections.
 - b. Provide external water hose bibs continuous at perimeter of building. Provide at least one accessible, external water hose bib on all building sides at a maximum spacing of 90 feet apart.

- c. Hose bibs, ground set water connections and FDCs must be fully accessible and not blocked by plantings, site utilities or other obstructions.
 - d. Install all lines beneath paved surfaces as sleeved connections.
 - e. Locate water sources and hose bibs in coordination with City Staff. (Code Administration) (P&Z)(RP&CA)
6. Develop a palette of site furnishings in consultation with staff.
- a. Provide location, and specifications, and details for site furnishings that depict the installation, scale, massing and character of site furnishings to the satisfaction of the Directors of RP&CA, P&Z and T&ES.
 - b. Site furnishings shall include benches, bicycle racks, trash and recycling receptacles, and other associated features. (RP&CA)(P&Z)(T&ES)
7. Provide material, finishes, and architectural details for all retaining walls, seat walls, decorative walls, and screen walls. Indicate methods for grade transitions, handrails- if required by code, directional changes, above and below grade conditions. Coordinate with adjacent conditions. Design and construction of all walls shall be to the satisfaction of the Directors of RP&CA, P&Z and T&ES. (RP&CA)(P&Z)(T&ES)

C. BUILDING:

8. Work with staff to provide the following building refinements to the satisfaction of the Director of P&Z:
- a. Add glass within the three bricked-in window openings located in the eastern most bay of the southern façade subject to compliance with the building code.
 - b. Work with staff to refine and confirm the final window mullion spacing. Raise the metal canopy just above the first floor window header to provide a better balance between the first and second floor.
 - c. Consider reducing the thickness of the canopy to create a sleeker design solution.
 - d. Provide a corbeled brick course or other masonry detailing beneath the cornice on the entire building, or at a minimum, on the projected facades.
 - e. Any ventilation for the retail/commercial use shall be reviewed and approved to the satisfaction of the Director Planning and Zoning. (P&Z)
9. Provide detailed drawings (enlarged plan, section and elevation studies) to evaluate the building base, entrance canopy, window and material details including the final detailing, finish and color of these elements during the final site plan review. Separate design drawings shall be submitted for each building typology at a scale of $\frac{1}{4}'' = 1'$. (P&Z)
10. Building materials, finishes, and relationships shall be subject to review and approval by the Department of Planning and Zoning to the satisfaction of the Director prior to selection of final building materials:

- a. Provide a materials board that includes all proposed materials and finishes at first final site plan. *
 - b. The materials board shall remain with the Department of Planning and Zoning until the final certificate of occupancy, upon which all samples shall be returned to the applicant.***
 - c. Provide drawings of a mock-up panel that depict all proposed materials, finishes, and relationships as part of the first final site plan. *
 - d. Construct a color, on-site, mock-up panel of proposed materials, finishes, and relationships for review and approval prior to final selection of building materials. The mock-up panel shall be constructed and approved prior to release of building permits. **
 - e. The mock-up panel shall be located such that it shall remain on-site in the same location through the duration of construction until the first certificate of occupancy. *** (P&Z)
11. The applicant shall hire a LEED accredited professional as a member of the design and construction team. The project shall achieve the points necessary under the U.S. Green Building Council's LEED for Core and Shell, Silver Certification (or equivalent). The following shall be submitted and are subject to the satisfaction of the Directors of P&Z and T&ES:
- a. Include in the final site plan, a Green Building plan with a LEED Scorecard (or equivalent) and narrative detailing how each prerequisite and point is proposed to be achieved.
 - b. Prior to the issuance of the final certificate of occupancy, submit verification that the elements to earn the above specified numbers of LEED (or equivalent) points have been achieved.
 - c. Failure to achieve the above LEED (or equivalent) points for the project will be evaluated by City staff, and if staff determines that a good faith, reasonable, and documented effort was not made to achieve these certification levels, then any City-wide Green Building policies existing at the time of staff's determination will apply. (P&Z)(T&ES)
12. The applicant shall work with the City for recycling and/or reuse of the existing building materials as part of the demolition process, including leftover, unused, and/or discarded building materials. (T&ES)(P&Z)
13. In order to provide a more sustainable use of natural resources, the applicant shall use EPA-labeled WaterSense or equivalent low flow fixtures. In addition, the applicant is encouraged to explore the possibilities of adopting water reduction strategies (i.e., use of gray water system on-site) and other measures that could reduce the consumption of potable water on this site. A list of applicable mechanisms can be found at [Http://www.epa.gov/WaterSense/pp/index.htm](http://www.epa.gov/WaterSense/pp/index.htm). (T&ES)

D. RETAIL USES:

14. Ground floor uses of areas designated on the plan as “retail” shall be limited to retail, personal service uses, day care centers, and restaurants, as defined in the Zoning Ordinance, with the exceptions identified below:
 - a. retail shopping establishments shall not include appliance stores, auto parts stores, and lawn and garden supply stores;
 - b. personal service uses shall not include appliance repair and rental, contractors’ offices, laundromats, and pawnshops;
 - c. day care centers are subject to the applicable conditions below;
 - d. restaurants are subject to the applicable conditions below; and
 - e. other similar pedestrian-oriented uses as approved by the Director of P&Z to meet the intent of providing active pedestrian-oriented neighborhood-serving retail uses are allowed. (P&Z)

15. Restaurants shall be permitted with an administrative special use permit provided they comply with Section 11-513(C), (L), and (M) of the Zoning Ordinance, with the following exceptions. Restaurants that do not meet these conditions may apply for a separate special use permit.
 - a. The maximum number of indoor and outdoor seats allowed shall be determined by the Building Code.
 - b. The hours of operation for the restaurant shall be limited to between 7:00 am and 11:00 pm Sunday through Thursday, and between 7:00 am and midnight Friday and Saturday.
 - c. If entertainment is proposed consistent with the Zoning Ordinance, then it must be demonstrated by a qualified professional that sufficient sound-proofing materials are provided so as to prevent the entertainment from disturbing building residents. (Code)(P&Z)(T&ES)

16. Ensure the following for the retail areas within the development, to the satisfaction of the Director of P&Z:
 - a. All retail entrances along Jefferson Davis Highway shall be required to be operable entrances. This requirement shall be included as part of the lease for each tenant.
 - b. The placement or construction of items that block the visibility of the interior of the store from the street and sidewalk (e.g. storage cabinets, carts, shelving, boxes, coat racks, storage bins, closets, etc.) shall be prohibited. This is not intended to prevent retailers from displaying their goods in display cases that are oriented towards the street frontage. This requirement shall be included as part of the lease for each tenant. (P&Z)

17. The Director of Planning and Zoning shall review the administrative Special Use Permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as the result of

a complaint that rises to the level of a violation of the permit conditions, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

E. SIGNAGE:

18. Design business and identification signs to relate in material, color and scale to the building and the tenant bay on which the sign is displayed to the satisfaction of the Director of P&Z.
 - a. The business and identification signs shall be designed of high quality materials and sign messages shall be limited to logos and names.
 - b. Installation of building mounted signage shall not damage the building and signage shall comply with all applicable codes and ordinances. (P&Z)
19. Internally illuminated box signs are prohibited. Explore the use of exterior illumination. (P&Z)
20. A freestanding monument or identification sign shall be prohibited. (P&Z)
21. Install a temporary informational sign on the site prior to the approval of the final site plan for the project. The sign shall be displayed until construction is complete or replaced with a contractor or real estate sign incorporating the required information; the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project.* (P&Z)(T&ES)

F. PARKING:

22. Provide 4 bicycle parking space(s) per Alexandria’s current Bicycle Parking Standards. Bicycle parking standards, acceptable rack types for short- and long-term parking and details for allowable locations are available at: www.alexandriava.gov/bicycleparking. (T&ES)

G. SITE PLAN:

23. Per Section 11-418 of the Zoning Ordinance, the development site plan shall expire and become null and void, unless substantial construction of the project is commenced within 36 months after initial approval and such construction is thereafter pursued with due diligence. The applicant shall provide a written status report to staff 18 months after initial approval to update the City Council on the project status. (P&Z)
24. Submit the plat of consolidation and all applicable easements prior to the final site plan submission. The plat(s) shall be approved and recorded prior to the release of the final site plan.* (P&Z)(T&ES)

25. A copy of the recorded plat and deeds shall be submitted with the first request for a building permit.** (P&Z)
26. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of P&Z and/or RP&CA, and T&ES. These items include:
 - a. Location of site utilities including above grade service openings and required clearances for items such as transformers, telephone, HVAC units and cable boxes.
 - b. Minimize conflicts with plantings, pedestrian areas and major view sheds.
 - c. Do not locate above grade utilities in dedicated open space areas and tree wells.
 - d. If applicable, all utilities shall be screened from the public ROW to the satisfaction of the Director of P&Z. (P&Z)(T&ES)(RP&CA)(BAR)
27. Provide a lighting plan with the final site plan to verify that lighting meets City standards. The plan shall be to the satisfaction of the Directors of T&ES, P&Z, and/or RP&CA in consultation with the Chief of Police and shall include the following:
 - a. Clearly show location of all existing and proposed street lights and site lights, shading back less relevant information.
 - b. A lighting schedule that identifies each type and number of all fixtures, mounting height, and strength of fixture in Lumens or Watts.
 - c. Manufacturer's specifications and details for all proposed fixtures including site, landscape, pedestrian, sign(s) and security lighting.
 - d. A photometric plan with lighting calculations that include all existing and proposed light fixtures, including any existing street lights located on the opposite side(s) of all adjacent streets. Photometric calculations must extend from proposed building face(s) to property line and from property line to the opposite side(s) of all adjacent streets and/or 20 feet beyond the property line on all adjacent properties and rights-of-way. Show existing and proposed street lights and site lights.
 - e. Photometric site lighting plan shall be coordinated with architectural/building mounted lights, site lighting, street trees and street lights to minimize light spill into adjacent residential areas.
 - f. Provide location of conduit routing between site lighting fixtures so as to avoid conflicts with street trees.
 - g. Detail information indicating proposed light pole and footing in relationship to adjacent grade or pavement. All light pole foundations shall be concealed from view.
 - h. The lighting for the areas not covered by the City of Alexandria' standards shall be designed to the satisfaction of Directors of T&ES and P&Z.
 - i. Provide numeric summary for various areas (i.e., roadway, walkway/sidewalk, alley, and parking lot, etc.) in the proposed development.
 - j. Light fixtures for open canopies shall be recessed into the ceiling for any areas that can be seen from the public ROW.

- k. Pedestrian scale lights and full cut-off lighting shall be used at the development site to prevent light spill onto adjacent properties. (P&Z)(T&ES)(RP&CA)(Police)(BAR)
28. Provide a unit numbering plan for each floor of a multi-unit building with the first final site plan submission. The unit numbers should comply with a scheme of 100 level numbers on the first floor, 200 level numbers on the second floor, and 300 level numbers for third floor and continue in this scheme for the remaining floors. Indicate unit's use (i.e.: Residential, Retail, Office) if known. (P&Z)

H. CONSTRUCTION MANAGEMENT:

29. Submit a construction phasing plan to the satisfaction of the Director of T&ES, for review, approval and partial release of Erosion and Sediment Control for the final site plan. In addition, building and construction permits required for site preconstruction shall be permitted prior to release of the final site plan to the satisfaction of the Director of T&ES. * (T&ES)
30. Submit a construction management plan for review and approval by the Directors of P&Z, T&ES and Code Administration prior to final site plan release. The plan shall:
- a. Include a plan for temporary pedestrian and vehicular circulation;
 - b. Include analysis as to whether temporary street lighting is needed on the site and how it is to be installed.
 - c. Include the overall schedule for construction and the hauling route;
 - d. Copies of the plan shall be posted in the construction trailer and given to each subcontractor before they commence work;
 - e. If the plan is found to be violated during the course of construction, citations will be issued for each infraction and a correction notice will be forwarded to the applicant. If the violation is not corrected within five (5) calendar days, a “stop work order” will be issued, with construction halted until the violation has been corrected. * (P&Z)(T&ES)(Code)
31. Provide off-street parking for all construction workers without charge to the construction workers. For the construction workers who use Metro, DASH, or another form of mass transit to the site, the applicant shall subsidize a minimum of 50% of the fees for mass transit. Compliance with this condition shall be a component of the construction management plan, which shall be submitted to the Department of P&Z and T&ES prior to final site plan release. This plan shall:
- a. Establish the location of the parking to be provided at various stages of construction, how many spaces will be provided, how many construction workers will be assigned to the work site, and mechanisms which will be used to encourage the use of mass transit.
 - b. Provide for the location on the construction site at which information will be posted regarding Metro schedules and routes, bus schedules and routes.

- c. If the plan is found to be violated during the course of construction, a correction notice will be issued to the developer. If the violation is not corrected within five (5) days, a "stop work order" will be issued, with construction halted until the violation has been corrected. * (P&Z)(T&ES)
32. The sidewalks shall remain open during construction or pedestrian access shall be maintained to the satisfaction of the Director of T&ES throughout the construction of the project. (T&ES)
33. No major construction staging shall be allowed within the public right-of-way on Jefferson Davis Highway. The applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. ** (T&ES)
34. A "Certified Land Disturber" (CLD) shall be named in a letter to the Division Chief of Construction Management & Inspection prior to any land disturbing activities. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. A note to this effect shall be placed on the Phase I Erosion and Sediment Control sheets on the site plan. (T&ES)
35. Prior to commencing clearing and grading of the site, the applicant shall hold a meeting with notice to all adjoining property owners and civic associations to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction. The Departments of P&Z and T&ES shall be notified of the date of the meeting before the permit is issued. (P&Z)(T&ES)
36. Prior to commencement of landscape installation/planting operations, a pre-installation/construction meeting will be scheduled with the City's Landscape Architects to review the scope of installation procedures and processes. This is in addition to the pre-construction meeting required above. (P&Z)(RP&CA)
37. Identify a person who will serve as a liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site and shall be placed on the project sign, to the satisfaction of the Directors of P&Z, and/or and T&ES. (P&Z)(T&ES)
38. Implement a waste and refuse control program during the construction phase of this development. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of T&ES and Code Administration. All wastes shall be

- properly disposed offsite in accordance with all applicable federal, state and local laws. (T&ES)
39. Temporary construction trailer(s) shall be permitted and be subject to the approval of the Director of P&Z. The trailer(s) shall be removed prior to the issuance of a final certificate of occupancy permit. *** (P&Z)
 40. Submit a wall check prior to the commencement of construction of the first floor above grade framing for the building(s). The wall check shall include the building footprint, as depicted in the approved final site plan, the top-of-slab elevation and the first floor elevation. The wall check shall be prepared and sealed by a registered engineer or surveyor, and shall be approved by the P&Z prior to commencement of framing. (P&Z)
 41. Submit an as-built development site plan survey, pursuant to the requirements outlined in the initial as-built submission for occupancy portion of the as-built development site plan survey checklist to the Department of Transportation and Environmental Services Site Plan Coordinator prior to requesting a certificate of occupancy permit. The as-built development site plan survey shall be prepared and sealed by a registered architect, engineer, or surveyor. Include a note which states that the height was calculated based on all applicable provisions of the Zoning Ordinance. *** (P&Z) (T&ES)
 42. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)
 43. If there are outstanding performance, completion or other bonds for the benefit of the City in effect for the property at such time as it may be conveyed or sold to a party other than the applicant, a substitute bond must be provided by that party or, in the alternative, an assignment or other documentation from the bonding company indicating that the existing bond remains in effect despite the change in ownership may be provided. The bond(s) shall be maintained until such time that all requirements are met and the bond(s) released by the City. (T&ES)

I. WASTEWATER / SANITARY SEWERS:

44. Since the preliminary plan shows that the existing lateral will be used for the new development, a CCTV Video of the lateral must be provided for T&ES to review prior to the release of the site plan. If, after review, T&ES staff believes that the lateral is in sufficient condition to allow its reuse, there will be no fee. If however, T&ES staff determines that the lateral must be completely replaced, the tap fee must be paid. (T&ES)

J. SOLID WASTE:

45. Provide \$1,150 per receptacle to the Director of T&ES for purchase and installation of one (1) Victor Stanley Ironsites Series model SD-42 receptacle with Dome Lid per block face dedicated to trash collection. The receptacle shall be placed in the public right of way to serve open space and pedestrian traffic. Receptacles shall be generally located along the property frontage and at strategic locations in the vicinity of the site as approved by the Director of T&ES, such as at the corner of East Howell Avenue and Route 1. Payment required prior to release of Final Site Plan.* (T&ES)

K. STREETS / TRAFFIC:

46. If the City's existing public infrastructure is damaged during construction, or patch work required for utility installation then the applicant shall be responsible for construction/ installation or repair of the same as per the City of Alexandria standards and specifications and to the satisfaction of Director, Transportation and Environmental Services. (T&ES)
47. A pre-construction walk/survey of the site shall occur with Transportation and Environmental Services Construction Management & Inspection staff to document existing conditions prior to any land disturbing activities. (T&ES)
48. Submit a Traffic Control Plan as part of the final site plan, for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging shall be provided for informational purposes. In addition, the Traffic Control Plan shall be amended as necessary and submitted to the Director of T&ES along with the Building and other Permit Applications as required. The Final Site Plan shall include a statement "FOR INFORMATION ONLY" on the Traffic Control Plan Sheets. (T&ES)
49. All Traffic Control Device design plans, Work Zone Traffic Control plans, and Traffic Studies shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES)
50. Show turning movements of standard vehicles in the parking lot. Show turning movements of the largest delivery or refuse vehicle projected to use the site. Turning movements shall meet AASHTO vehicular guidelines and shall be to the satisfaction of the Director of T&ES. (T&ES)
51. All 90 degree vehicle parking spaces adjacent to a sidewalk less than seven feet shall have wheel stops. (T&ES)

L. UTILITIES:

52. Locate all private utilities without a franchise agreement outside of the public right-of-way and public utility easements. (T&ES)

M. WATERSHED, WETLANDS, & RPAs:

53. The storm water collection system is located within the Potomac River watershed. All on-site storm water curb inlets and public curb inlets within 50 feet of the property line shall be duly marked using standard City markers, or to the satisfaction of the Director of T&ES. (T&ES)

N. BMP FACILITIES:

54. The City of Alexandria's storm water management regulations regarding water quality are two-fold: first, phosphorus removal requirement and second, water quality volume default. Compliance with the phosphorus requirement does not relieve the applicant from the water quality default requirement. The water quality volume determined by the site's proposed impervious area shall be treated in a Best Management Practice (BMP) facility. (T&ES)
55. Provide BMP narrative and complete pre and post development drainage maps that include areas outside that contribute surface runoff from beyond project boundaries to include adequate topographic information, locations of existing and proposed storm drainage systems affected by the development, all proposed BMPs and a completed Worksheet A or B and Worksheet C, as applicable. (T&ES)
56. The storm water Best Management Practices (BMPs) required for this project shall be constructed and installed under the direct supervision of the design professional or his designated representative. Prior to release of the performance bond, the design professional shall submit a written certification to the Director of T&ES that the BMPs are:
- a. Constructed and installed as designed and in accordance with the approved Final Site Plan.
 - b. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized. **** (T&ES)
57. Submit two originals of the storm water quality BMP Maintenance Agreement with the City to be reviewed as part of the Final #2 Plan. The agreement must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the final site plan.* (T&ES)
58. The Applicant/Owner shall be responsible for installing and maintaining storm water Best Management Practices (BMPs). The Applicant/Owner shall execute a maintenance service contract with a qualified private contractor for a minimum of three years and develop an Owner's Operation and Maintenance Manual for all Best Management Practices (BMPs) on the project. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on

maintenance requirements including mechanical or electrical equipment; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the maintenance contract shall be submitted to the City. *****(T&ES)

59. Submit a copy of the Operation and Maintenance Manual to the Office of Environmental Quality on digital media prior to release of the performance bond. *****(T&ES)
60. Prior to release of the performance bond, the Applicant is required to submit a certification by a qualified professional to the satisfaction of the Director of T&ES that any existing storm water management facilities adjacent to the project and associated conveyance systems were not adversely affected by construction operations. If maintenance of the facility or systems were required in order to make this certification, provide a description of the maintenance measures performed. *****(T&ES)

O. CONTAMINATED LAND:

61. Indicate whether or not there is any known soil and groundwater contamination present as required with all preliminary submissions. Should any unanticipated contamination, underground storage tanks, drums or containers be encountered at the site, the Applicant must immediately notify the City of Alexandria Department of Transportation and Environmental Services, Office of Environmental Quality. (T&ES)

P. NOISE:

62. All exterior building-mounted loudspeakers shall be prohibited and no amplified sound shall be audible at the property line. (T&ES)
63. If a restaurant use is proposed, the use of loudspeakers or musicians outside is prohibited. (T&ES)
64. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)

Q. AIR POLLUTION:

65. Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into any street, alley, or storm sewer. (T&ES)
66. No material may be disposed of by venting into the atmosphere. (T&ES)

67. Control odors and any other air pollution sources resulting from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Director of Transportation and Environmental Services. (T&ES)

CITY DEPARTMENT CODE COMMENTS

Legend: C - Code Requirement R - Recommendation S - Suggestion F – Finding

Planning and Zoning

- F - 1. Revise the Zoning Tabulations on the cover sheet to include the required yards and the proposed yards.
- F - 2. Update the landscape plan to ensure that the plan is consistent with the civil and architectural plans.
- F - 3. Sheet A1: Revise the top of parapet elevation provided in the building section. Staff assumes that this elevation is actually 67'-0."
- F - 4. Sheet A1: Revise the building elevations to depict the average finished grade.
- R - 1. For all first floor bays with a street-facing door providing their primary access, please coordinate with the Geographic Information Systems (GIS) Division for address assignments at tenant fit out. These uses are not permitted to use the primary building address as their address. Please contact the Addressing Coordinator in the GIS Division (703-838-4884) as each new tenant is determined, and an appropriate address based on the location of the primary entrance door of the new space will be assigned.
- C - 1 As-built documents for all landscape and irrigation installations are required to be submitted with the Site as-built and request for Performance Bond release. Refer to City of Alexandria Landscape Guidelines, Section III A & B. **** (P&Z) (T&ES)
- C - 2 The landscape elements of this development shall be subject to the Performance and Maintenance bonds, based on criteria established by the City and available through T&ES. Release of Performance and Maintenance Bonds are subject to inspections by City staff per City Code requirements. A final inspection for landscaping is also required three years after completion. **** (P&Z) (T&ES)
- C - 3 No permits shall be issued prior to the release of the Certificate of Appropriateness from the Board of Architectural Review. (BAR)

Transportation and Environmental Services

- F - 1. Since the record drawings, maps, and other documents of the City of Alexandria, State, and Federal agencies show the true north pointing upwards, therefore, the Site Plan shall show the true north arrow pointing upward as is customary; however, for the sake of putting the plan together and/or ease of understanding, the project north arrow pointing upward, preferably east, or west may be shown

provided it is consistently shown in the same direction on all the sheets with no exception at all. The north arrow shall show the source of meridian. The project north arrow pointing downward will not be acceptable even if, it is shown consistently on all the sheets. (T&ES)

- F - 2. The Final Site Plan must be prepared per the requirements of Memorandum to Industry 02-09 dated December 3, 2009, Design Guidelines for Site Plan Preparation, which is available at the City's following web address:

<http://alexandriava.gov/uploadedFiles/tes/info/Memo%20to%20Industry%20No.%202002-09%20December%203,%202009.pdf>

- F - 3. The plan shall show sanitary and storm sewer, and water line in plan and profile in the first final submission and cross reference the sheets on which the plan and profile is shown, if plan and profile is not shown on the same sheet. Clearly label the sanitary and storm sewer, or water line plans and profiles. Provide existing and proposed grade elevations along with the rim and invert elevations of all the existing and proposed sanitary and storm sewer at manholes, and water line piping at gate wells on the respective profiles. Use distinctive stationing for various sanitary and storm sewers (if applicable or required by the plan), and water line in plan and use the corresponding stationing in respective profiles. (T&ES)
- F - 4. The Plan shall include a dimension plan with all proposed features fully dimensioned and the property line clearly shown. (T&ES)
- F - 5. Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F - 6. Asphalt patches larger than 20% of the total asphalt surface, measured along the length of the road adjacent to the property frontage and extending to the centerline of the street, will require full curb to curb restoration (T&ES)
- F - 7. All storm sewers shall be constructed to the City of Alexandria standards and specifications. Minimum diameter for storm sewers shall be 18" in the public Right of Way (ROW) and the minimum size storm sewer catch basin lead is 15". The acceptable pipe materials will be Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. Alternatively, AWWA C-151 (ANSI A21.51) Class 52 may be used if approved by the Director of T&ES. For roof drainage system, Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26 and ASTM 1785-76 Schedule 40 pipes will be acceptable. The acceptable minimum and maximum velocities will be 2.0 fps and 15 fps, respectively. The storm sewers immediately upstream of the first manhole in the public Right of Way shall be owned and maintained privately (i.e., all storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES)

- F - 8. All sanitary sewers shall be constructed to the City of Alexandria standards and specifications. Minimum diameter of sanitary sewers shall be 10” in the public Right of Way and sanitary lateral 6” for all commercial and institutional developments; however, a 4” sanitary lateral will be acceptable for single family residences. The acceptable pipe materials will be Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26, ASTM 1785-76 Schedule 40, Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52, or reinforced concrete pipe ASTM C-76 Class IV (For 12” or larger diameters); Class III may be acceptable on private properties. The acceptable minimum and maximum velocities will be 2.5 fps and 10 fps, respectively. Laterals shall be connected to the sanitary sewer through a manufactured “Y” or “T” or approved sewer saddle. Where the laterals are being connected to existing Terracotta pipes, replace the section of main and provide manufactured “Y” or “T”, or else install a manhole. (T&ES)
- F - 9. Lateral Separation of Sewers and Water Mains: A horizontal separation of 10’ (edge to edge) shall be provided between a storm or sanitary sewer and a water line; however, if this horizontal separation cannot be achieved then the sewer and water main shall be installed in separate trenches and the bottom of the water main shall be at least 18” above of the top of the sewer. If both the horizontal and vertical separations cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation.(T&ES)
- F - 10. Crossing Water Main Over and Under a Sanitary or Storm Sewer: When a water main over crosses or under crosses a sanitary / storm sewer then the vertical separation between the bottom of one (i.e., sanitary / storm sewer or water main) to the top of the other (water main or sanitary / storm sewer) shall be at least 18” for sanitary sewer and 12” for storm sewer; however, if this cannot be achieved then both the water main and the sanitary / storm sewer shall be constructed of Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 with joints that are equivalent to water main standards for a distance of 10 feet on each side of the point of crossing. A section of water main pipe shall be centered at the point of crossing and the pipes shall be pressure tested in place without leakage prior to installation. Sewers crossing over the water main shall have adequate structural support (concrete pier support and/or concrete encasement) to prevent damage to the water main. Sanitary sewers under creeks and storm sewer pipe crossings with less than 6” clearance shall be encased in concrete. (T&ES)
- F - 11. No water main pipe shall pass through or come in contact with any part of sanitary / storm sewer manhole. Manholes shall be placed at least 10 feet horizontally from the water main whenever possible. When local conditions prohibit this horizontal separation, the manhole shall be of watertight construction and tested in place. (T&ES)
- F - 12. Crossing Existing or Proposed Utilities: Underground telephone, cable T.V., gas, and electrical duct banks shall be crossed maintaining a minimum of 12” of

- separation or clearance with water main, sanitary, or storm sewers. If this separation cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 for a distance of 10 feet on each side of the point of crossing and pressure tested in place without leakage prior to installation. Sanitary / storm sewers and water main crossing over the utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES)
- F - 13. Show the drainage divide areas on the grading plan or on a sheet showing reasonable information on topography along with the structures where each sub-area drains. (T&ES)
- F - 14. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)
- F - 15. All the existing and proposed public and private utilities and easements shall be shown on the plan and a descriptive narration of various utilities shall be provided. (T&ES)
- F - 16. The Traffic Control Plan shall replicate the existing vehicular and pedestrian routes as nearly as practical and the pedestrian pathway shall not be severed or moved for non-construction activities such as parking for vehicles or the storage of materials or equipment. Proposed traffic control plans shall provide continual, safe and accessible pedestrian pathways for the duration of the project. (T&ES)
- C - 1 Per the requirements of the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development storm water flow from the site is reduced from the pre-development flow. The Plan shall demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES)
- C - 2 Per the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, the applicant shall comply with the peak flow requirements and prepare a Stormwater Management Plan so that from the site, the post-development peak runoff rate from a two-year storm and a ten-year storm, considered individually, shall not exceed their respective predevelopment rates. If combined uncontrolled and controlled stormwater outfall is proposed, the peak flow requirements of the Zoning Ordinance shall be met. If the project site lies within the Braddock-West watershed then the applicant shall provide an additional 10% storage of the pre-development flows in this watershed to meet detention requirements. (T&ES)
- C - 3 Per the requirements of Article 13-113 (d) of the AZO, all stormwater designs that require analysis of pressure hydraulic systems, including but not limited to the

design of flow control structures and storm water flow conveyance systems shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. The design of storm sewer shall include the adequate outfall, inlet, and hydraulic grade line (HGL) analyses that shall be completed to the satisfaction of the Director of T&ES. Provide appropriate reference and/or source used to complete these analyses. (T&ES)

- C - 4 Location of customer utility services and installation of transmission, distribution and main lines in the public rights of way by any public service company shall be governed by franchise agreement with the City in accordance with Title 5, Chapter 3, Section 5-3-2 and Section 5-3-3, respectively. The transformers, switch gears, and boxes shall be located outside of the public right of way. (T&ES)
- C - 5 (a) Per the requirements of Section 5-3-2, Article A, Chapter 3 of the City of Alexandria Code, all new customer utility services, extensions of existing customer utility services and existing overhead customer utility services supplied by any existing overhead facilities which are relocated underground shall, after October 15, 1971 be installed below the surface of the ground except otherwise exempted by the City Code and to the satisfaction of the Director, Department of Transportation and Environmental Services. (b) Per the requirements of Section 5-3-3, Article A, Chapter 3 of the City of Alexandria Code, all new installation or relocation of poles, towers, wires, lines, cables, conduits, pipes, mains, and appurtenances used or intended to be used to transmit or distribute any service such as electric current, telephone, telegraph, cable television, traffic control, fire alarm, police communication, gas, water, steam or petroleum, whether or not on the streets, alleys, or other public places of the City shall, after October 15, 1971, be installed below the surface of the ground or below the surface in the case of bridges and elevated highways except otherwise exempted by the City Code and to the satisfaction of Director, Department of Transportation and Environmental Services. (T&ES)
- C - 6 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer per the requirements of Memorandum to the industry on Downspouts, Foundation Drains, and Sump Pumps, Dated June 18, 2004 that is available on the City of Alexandria's web site. The downspouts and sump pump discharges shall be piped to the storm sewer outfall, where applicable after treating for water quality as per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). (T&ES)
- C - 7 In compliance with the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a sanitary sewer adequate outfall analysis as per the requirements of Memorandum to Industry No. 02-07 New Sanitary Sewer Connection and Adequate Outfall Analysis dated June 1, 2007. The memorandum is available at the following web address of the City of Alexandria (T&ES)

[http://alexandriava.gov/uploadedFiles/tes/info/New%20Sanitary%20Sewer%20Connection%20and%20Adequate%20Outfall%20Analysis%20\(02-07\).pdf](http://alexandriava.gov/uploadedFiles/tes/info/New%20Sanitary%20Sewer%20Connection%20and%20Adequate%20Outfall%20Analysis%20(02-07).pdf)

- C - 8 Per the requirements of Title 4, Chapter 2, Article B, Section 4-2-21, Appendix A, Section A 106(6), Figure A 106.1 Minimum Standards for Emergency Vehicle Access: provide a total turning radius of 25 feet to the satisfaction of Directors of T&ES and Office of Building and Fire Code Administration and show turning movements of standard vehicles in the parking lot as per the latest AASHTO vehicular guidelines. (T&ES)
- C - 9 The applicant shall provide required storage space for both trash and recycling materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines", or to the satisfaction of the Director of Transportation & Environmental Services. The plan shall show the turning movements of the collection trucks and the trucks shall not back up to collect trash or recycling. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: www.alexandriava.gov/solidwaste or contact the City's Solid Waste Division at 703-746-4410, or via email at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)
- C - 10 The applicant shall be responsible to deliver all solid waste, as defined by the City Charter and Code of the City of Alexandria, to the Covanta Energy Waste Facility located at 5301 Eisenhower Avenue. A note to that effect shall be included on the plan. The developer further agrees to stipulate in any future lease or property sales agreement that all tenants and/or property owners shall also comply with this requirement. (T&ES)
- C - 11 The applicants shall submit a Recycling Implementation Plan (RIP) form to the Solid Waste Division, as outlined in Article H of Title 5 (Ordinance Number 4438), which requires all commercial properties to recycle. Instructions for how to obtain a RIP form can be found at: www.alexandriava.gov/solidwaste or by calling the Solid Waste Division at 703.746.4410 or by e-mailing CommercialRecycling@alexandriava.gov. (T&ES)
- C - 12 Bond for the public improvements must be posted prior to release of the site plan.* (T&ES)
- C - 13 The sewer tap fee must be paid prior to release of the site plan.* (T&ES)
- C - 14 All easements and/or dedications must be recorded prior to release of the site plan.* (T&ES)
- C - 15 Plans and profiles of utilities and roads in public easements and/or public Right of Way must be approved prior to release of the plan.* (T&ES)

- C - 16 Provide a phased erosion and sediment control plan consistent with grading and construction plan. (T&ES)
- C - 17 Per the Memorandum to Industry, dated July 20, 2005, the applicant is advised regarding a requirement that applicants provide as-built sewer data as part of the final as-built process. Upon consultation with engineering firms, it has been determined that initial site survey work and plans will need to be prepared using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Control points/Benchmarks which were used to establish these coordinates should be referenced on the plans. To insure that this requirement is achieved, the applicant is requested to prepare plans in this format including initial site survey work if necessary. (T&ES)
- C - 18 The thickness of sub-base, base, and wearing course shall be designed using “California Method” as set forth on page 3-76 of the second edition of a book entitled, “Data Book for Civil Engineers, Volume One, Design” written by Elwyn E. Seelye. Values of California Bearing Ratios used in the design shall be determined by field and/or laboratory tests. An alternate pavement section for Emergency Vehicle Easements (EVE) to support H-20 loading designed using California Bearing Ratio (CBR) determined through geotechnical investigation and using Virginia Department of Transportation (VDOT) method (Vaswani Method) and standard material specifications designed to the satisfaction of the Director of Transportation and Environmental Services (T&ES) will be acceptable. (T&ES)
- C - 19 All pedestrian, traffic, and way finding signage shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition to the satisfaction of the Director of T&ES. (T&ES)
- C - 20 No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travelways unless otherwise permitted by the City Code. (T&ES)
- C - 21 All driveway entrances, curbing, etc. in the public ROW or abutting public ROW shall meet City design standards. (T&ES)
- C - 22 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
- C - 23 The applicant shall comply with the City of Alexandria’s Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C - 24 The applicant shall comply with the Article XIII of the City of Alexandria Zoning Ordinance, which includes requirements for stormwater pollutant load reduction,

treatment of the water quality volume default and stormwater quantity management. (T&ES)

- C - 25 The applicant shall comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. (T&ES)
- C - 26 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, Virginia Marine Resources shall be in place for all project construction and mitigation work prior to release of the final site plan. This includes the state requirement for a VSMP permit for land disturbing activities greater than 2500 SF. * (T&ES)

VAWC Comments:

- F - 1. We have the following existing water service lines. Please advise which one will be reused and/or killed:
 - a. Howell Avenue, ¾” copper service line, no meter.
 - b. 521 East Howell Avenue, 1” copper service line, has live meter.

AlexRenew Comments:

- F - 1. AlexRenew has no comments.

Fire Department:

- F - 1. The following comments are for preliminary review only. Additional comments may be forthcoming once the applicant provides supplemental information for review. Please direct any questions to Maurice Jones at 703-746-4256 or Maurice.Jones@alexandriava.gov.
- C - 1 The developer shall provide a separate Fire Service Plan which illustrates where applicable: a) if building is equipped with a fire sprinkler system, show location fire department connection (FDC); b) all existing and proposed fire hydrants where fire hydrants are located between forty (40) and one hundred (100) feet of from FDC.
- C - 2 The developer shall provide three wet stamped copies of the fire flow analysis performed by a certified licensed fire protection engineer to assure adequate water supply for the structure being considered. The three copies shall be submitted to Alexandria Fire Department, Fire Prevention, C/O A. Maurice Jones, Jr. 900 Second Street, Alexandria, Va. 22314, not to the Site Plan Coordinator of Code Administration.
- C - 3 If building is equipped with any type of fire protection system, a Knox Box building key access system shall be installed to facilitate building entry by fire department personnel during an emergency.

Code Administration (Building Code):

- F - 1. The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact the Code Administration Office, Plan Review Supervisor at 703-746-4200.
- C - 1 New construction or alterations to existing structures must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C - 2 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) total floor area per floor; e) height of structure f) non-separated or separated mixed use g) fire protection system requirements.
- C - 3 A soils report must be submitted with the building permit application for all new and existing building structures.
- C - 4 The most restrictive type of construction shall apply to the structure for height and area limitations for non-separated uses.
- C - 5 Where required per the current edition Virginia Uniform Statewide Building Code exits, parking, and facilities shall be accessible for persons with disabilities.
- C - 6 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to the Department of Code Administration that will outline the steps that will be taken to prevent the spread of rodents from the construction site to the surrounding community and sewers.
- C - 7 Sheeting and shoring shall not extend beyond the property line; except when the developer has obtained a written release from adjacent property owners which has been recorded in the land records; or through an approved encroachment process.
- C - 8 A wall location plat prepared by a land surveyor is required to be submitted to the Department of Code Administration prior to any building framing inspection.

Police

- R - 1. A security survey is to be completed for any sales or construction trailers that are placed on the site. This is to be completed as soon as the trailers are placed on site by calling the Community Relations Unit at 703-746-1920
- R - 2. The proposed shrubbery is to have a maximum height of 36 inches when they are fully mature.

- R - 3. No shrubs higher than 3 feet should be planted within 6 feet of walkways. Shrubs higher than 3 feet provide cover and concealment for potential criminals.
- R - 4. Maintain tree canopies at least 6-feet above grade level as they mature to allow for natural surveillance.
- R - 5. Trees will not be planted under or near light poles. Trees planted under or near light poles counteract the effectiveness of light illumination when they reach full maturity.
- R - 6. The buildings shall have an address number which is contrasting in color to the background and visible from the street placed on the front and back of each building. (at least 3 inches high and reflective at night). It is strongly suggested that no brass or gold colored numbers are used. This aids in a timely response from emergency personnel should they be needed.

Archaeology

- F - 1. According to nineteenth-century maps of Alexandria an unnamed structure was standing a short distance to the south of the subject property during the Civil War. By the late nineteenth century St. Asaph's Junction Station was located to the southeast on the east side of Jefferson Davis Highway.
- R - 1. There is a low potential for significant archaeological resources to be disturbed by this project. No archaeological action is required.

Health Department

Food Facilities

- F - 1. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
- F - 2. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
- F - 3. Plans shall comply with Alexandria City Code, Title 11, Chapter 2, the Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.

- F - 4. Facilities engaging in the following processes may be required to submit a HACCP plan: Smoking as a form of food preservation; curing food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; and sprouting seeds or beans.
- F - 5. A Certified Food Manager shall be on-duty during all operating hours.
- F - 6. The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.
- F - 7. Wood flooring in eating areas shall be finished in a manner that is smooth, durable, easily cleanable, and non-absorbent. In many cases, original wooden flooring in historical structures may not be suitable for food service facilities.

Child Care Facility

- F - 8. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
- F - 9. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
- F - 10. Plans shall comply with Alexandria City Code, Title 11, Chapter 2, the Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility.
- F - 11. A Certified Food Manager shall be on-duty during all operating hours.
- F - 12. The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.

Massage Therapist Establishment

- F - 13. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
- F - 14. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction.

- F - 15. Plans shall comply with Alexandria City Code, Title 11, Chapter 4.2, Massage Regulations. Plans shall include a menu of services to be offered at the facility and specification sheets for all equipment used in the facility.
- F - 16. All massage therapists must possess a current massage therapist certification issued by the Commonwealth of Virginia in accordance with the Code of Virginia chapter 599, Section 54.1-3029 and must possess a current massage therapist permit issued in accordance with Alexandria City Code Title 11, Chapter 4.2 prior to engaging in any massage activity.

Personal Grooming

- F - 17. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
- F - 18. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction.
- F - 19. Plans shall comply with Alexandria City Code, Title 11, Chapter 7, Personal Grooming Establishments. Plans shall include a menu of services to be offered at the facility and specification sheets for all equipment used in the facility.
- F - 20. All individuals working at a personal grooming facility must possess licenses through the Department of Professional and Occupational Regulation for the work they perform.
- F - 21. If offering massage services, applicant must submit plans to the Health Department that comply with Alexandria City Code, Title 11, Chapter 4.2, Massage Regulations. All massage therapists must possess a current massage therapist certification issued by the Commonwealth of Virginia in accordance with the Code of Virginia Chapter 599, section 54.1-3029 and must possess a current massage therapist permit issued in accordance with Alexandria City code Title 11, Chapter 4.2 prior to engaging in any massage activity.

Asterisks denote the following:

- * Condition must be fulfilled prior to release of the final site plan
- ** Condition must be fulfilled prior to release of the building permit
- *** Condition must be fulfilled prior to release of the certificate of occupancy
- **** Condition must be fulfilled prior to release of the bond

revised.



APPLICATION

DEVELOPMENT SITE PLAN

DSP # 2013-00010 **Project Name:** The Dom Building

PROPERTY LOCATION: 519 and 521 East Howell Avenue, Alexandria, Virginia

TAX MAP REFERENCE: 35.03-04-10, 11 and .025 acres of land acquired **ZONE:** CSL
by deed recorded as Instrument No. 130001056.

APPLICANT (See attached)

Name: Howell Properties, LLC

Address: 1200 Chadwick Avenue, Alexandria, Virginia, 22309

PROPERTY OWNER

Name: Howell Properties, LLC

Address: 1200 Chadwick Avenue, Alexandria, Virginia, 22309

PROPOSED USE: Construction of a retail/office building

THE UNDERSIGNED hereby applies for Development Site Plan approval in accordance with the provisions of Section 11-400 of the Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

THE UNDERSIGNED also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Duncan W. Blair
Print Name of Applicant or Agent
524 King Street
Mailing/Street Address
Alexandria, VA 22314
City and State Zip Code

Signature
703-836-1000 703-836-5553
Telephone # Fax #
dblair@landcarroll.com
Email address
April 23, 2013
Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received _____	Received Plans for Completeness: _____
Fee Paid and Date: _____	Received Plans for Preliminary _____
ACTION - PLANNING COMMISSION _____	

140

Development Site Plan (DSP) # 2013-00010

ALL APPLICANTS MUST COMPLETE THIS FORM.

The applicant is: (check one)

the Owner Contract Purchaser Lessee or Other: _____ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

Howell Properties, LLC is a Virginia limited liability company. The members having an interest in excess of ten percent (10%) are: Erik Dorn, Michael Southard, Tim Gleeson and Eddie Gleeson, c/o 1200 Chadwick Avenue, Alexandria, Virginia 22309.

If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

- Yes.** Provide proof of current City business license.
- No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

EH

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. See attached.		
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 519 & 521 E. Howell Ave., Alexandria, VA (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. See attached.		
2.		
3.		

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are require to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. All fields must be filled out completely. Do not leave blank. (if there are no relationships please indicated each person or entity below and "None" in the corresponding fields)

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. See attached.	None.	Planning Commission
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

4/23/13 Erik Dorn
Date Printed Name

Erik Dorn
Signature

OWNERSHIP & DISCLOSURE STATEMENT SUPPLEMENTAL ATTACHMENT

Erik Dorn 50%
1200 Chadwick Ave
Alex. VA 22308

Michael Southard 20%
102 Cahill Drive
Alexandria, VA 22314

Tim Gleeson 15%
8607 Cross View Terrace
Fairfax Station, VA 22039

Eddie Gleeson 15%
8607 Cross View Terrace
Fairfax Station, VA 22039

3. Business and Financial Relationships

In August of 2012 Erik Dorn donated \$200.00 to Mayor Euille's 2013 re-election campaign.