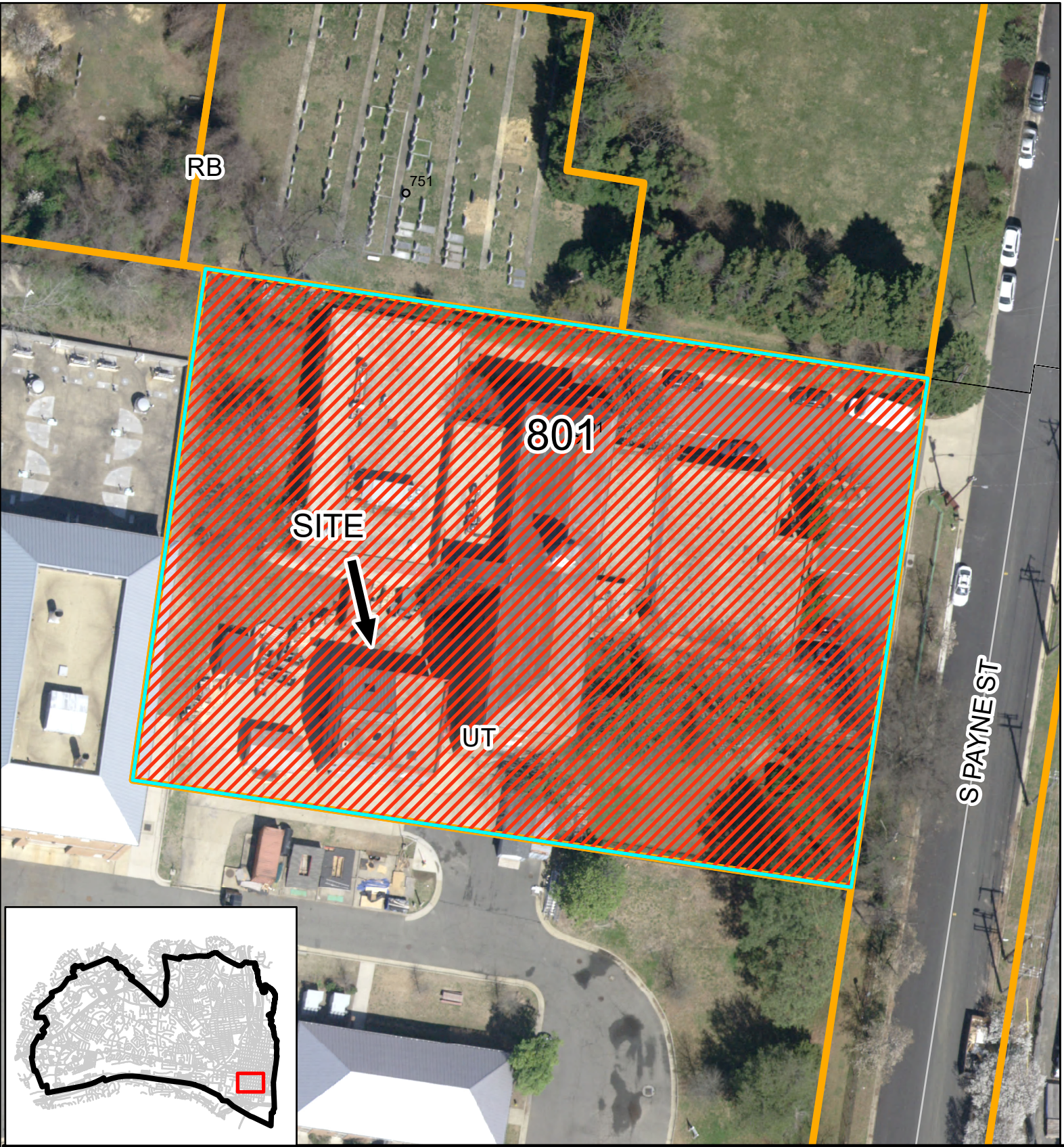


***Development Special Use Permit #2023-10006***  
***801 S Payne Street – AFD Burn Building***

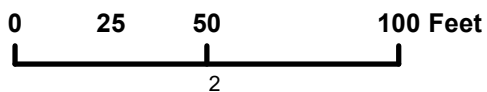
<b>Application</b>	<b>General Data</b>	
<b>Project Name:</b> City of Alexandria Burn Building	PC Hearing:	October 3, 2023
	CC Hearing:	October 14, 2023
	If approved, DSUP Expiration:	October 14, 2026
	Plan Acreage:	1.289 Acres
<b>Location:</b> 801 S. Payne Street	Current Zones:	UT / Utility and Transportation
	Proposed Uses:	Public building (Burn Building)
	Gross Floor Area:	1,600 square feet
<b>Applicant:</b> Noah Bergman, Project Architect, on behalf of the Department of General Services	Small Area Plan:	Southwest Quadrant
	Historic District:	N/A
	Green Building:	N/A

<b>Purpose of Application</b> Consideration of a request to demolish and rebuild a burn building used by the City of Alexandria Fire Department.
<b>Site Plans, Special Use Permits and Modifications Requested:</b> <ol style="list-style-type: none"> <li>a. DSP (Development Site Plan) for a new burn building;</li> <li>b. SUP (Special Use Permit) for expansion of a noncomplying use in the UT zone;</li> <li>c. SUP for a height over 35 feet, up to 48’-6”;</li> <li>d. Modification to the crown coverage requirements.</li> </ol>

<b>Staff Recommendation: APPROVAL WITH CONDITIONS</b>
<b>Staff Reviewers:</b> Robert Kerns AICP, Division Chief, Planning & Zoning, <a href="mailto:robert.kerns@alexandriava.gov">robert.kerns@alexandriava.gov</a> Dirk H. Geratz AICP, Principal Planner, Planning & Zoning, <a href="mailto:dirk.geratz@alexandriava.gov">dirk.geratz@alexandriava.gov</a> Abigail Harwell, Urban Planner, Planning & Zoning, <a href="mailto:abigail.harwell@alexandriava.gov">abigail.harwell@alexandriava.gov</a>
<b><u>PLANNING COMMISSION ACTION, OCTOBER 3, 2023:</u></b> On a motion by Vice Chair McMahon, seconded by Commissioner Lyle, the Planning Commission voted to recommend approval for Development Special Use Permit #2023-10006. The motion carried on a vote of 7-0 on the Consent Calendar.



**DSUP#2023-10006**  
**801 S. Payne Street**



## 1. SUMMARY

### *Recommendation*

Staff recommends approval of a development special use permit with site plan, associated Special Use Permits and a modification to demolish and rebuild a taller burn building used by the City of Alexandria Fire Department (AFD). If approved, the existing outdated structure would be rebuilt to address the need for the AFD to train for realistic local emergency scenarios.

### *General Project Description, Benefits & Summary of Requests*

The City of Alexandria Fire Department (AFD), through the Department of General Services, proposes to demolish the existing 3-story burn building, built in 1981, and reconstruct a new, 4-story, non-habitable burn building on a site shared with another public building. The use of a public building may continue as noncomplying, pursuant to Section 12-300, provided that physical expansion, enlargement or intensification is approved by a special use permit.

A new burn building would benefit the City in the following ways:

- More accurately simulate buildings that have been constructed in the City over the past 30 years.
- Provide for more training opportunities other than just basic fire scenarios (technical rescue, etc.)
- Provide staff with a safer training environment. The current building has numerous deficiencies that are cost prohibitive to correct.
- Allow for more efficient use of the space immediately around the burn building.
- Increase opportunities for aerial ladder and ground ladder training.
- Provide more realistic training in a new building because it would be designed internally with features that allow the instructors to control the fire growth and smoke travel.
- Allow for more useful patient removal training scenarios during EMT class and incumbent training scenarios.

Construction of the new burn building will require the following land use approvals:

- ✓ Development Special Use Permit with Site Plan for construction a new building;
- ✓ Special Use Permit for expansion of a noncomplying use (public building) in the UT zone, per section 12-302 (A) of the Zoning Ordinance;
- ✓ Special Use Permit for additional height in the UT zone, per section 4-1305 (C) of the Zoning Ordinance; and
- ✓ Modification to the crown coverage requirements, per the City's Landscape Guidelines.

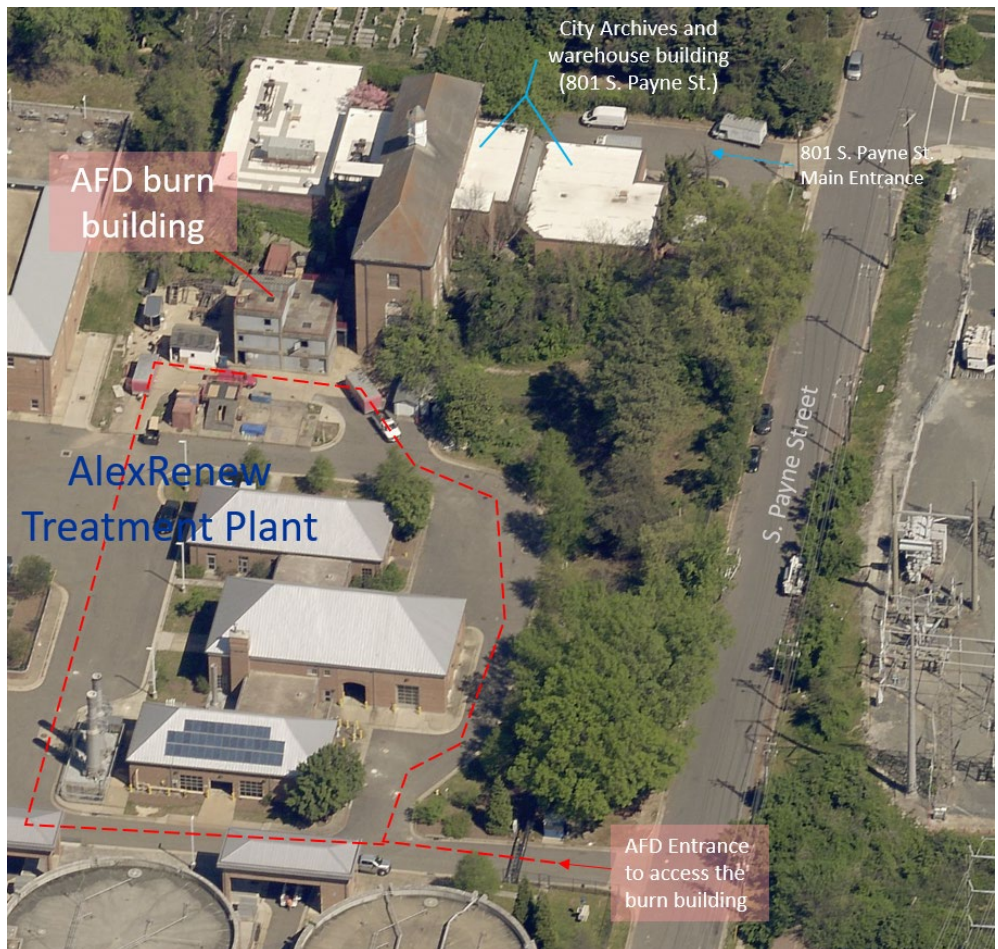
## 2. BACKGROUND

### 1. *Site Context*

The City of Alexandria Fire Department burn building is located at 801 South Payne Street, on the south side of the City just north of the Capital Beltway. The parcel is within a Utilities and Transportation (UT) zoning district and the Southwest Quadrant Small Area Plan. The city property is bordered by the Penny Hill cemeteries to the north, AlexRenew treatment plant to the west and south, and the Dominion Energy Jefferson St. substation to the east. A townhouse neighborhood is located north of Jefferson Street, east of S. Payne Street, and is the closest residential area to the subject site.

The original burn building was built in 1981, at the same time the City’s refuse incineration plant, which was built in 1954, was converted to a print shop and central storage warehouse. The building currently is used for city archives and the Alive! non-profit food warehouse. The burn building is located where the incineration plant’s 5-story smoke stack was located and demolished when the plant was decommissioned and converted. The city archives building and parking area are located at the same elevation as S. Payne Street, upslope of the burn building site, which cannot be accessed from this level nor directly from the street.

Instead, the Fire Department has an agreement with the neighboring AlexRenew property to access the burn building through a gated access point off S. Payne Street south of the subject parcel, going through the AlexRenew property, as seen in the Graphic shown here.



*Graphic 1: The AFD burn building site and access.*

Fire industry experts studied this facility in 2007 and again in late 2008. Both studies have acknowledged that the life of the burn building should be no more than 30 years, which made it due for replacement in 2012. Beyond this, in compliance with the Virginia Department of Fire Programs, any burn building must be inspected and reviewed every five years to comply with National Fire Protection Association standards. This includes a formal and structural review of the building. Capital Improvement Program (CIP) funding was approved in 2021 and the project budget is approximately \$3,580,000. The building has gone through many maintenance projects to keep it in compliance with current standards, but as the building continues to age, the maintenance costs will continue to increase exponentially.

Per the AFD, training is typically conducted for as few as 10 recruits on any given day of the week during a training cycle, between the hours of 7:00 a.m. and 11:00 p.m. The Training cycle is conducted annually, typically in two 3-month cycles for a total of 6 months out of the year. The training includes both off-site classroom work and burn building drills. The live fire drills and other noise-producing exercises have occurred at the subject site for over 40 years, with the AFD stating that no neighbor complaints having being received. The amount of activity at the site is not expected to increase with the new burn building.

## ***2. Detailed Project Description***

The project proposes to demolish the existing 3-story, 3,895 square foot burn building and replace in kind a 4-story, 6,400 square foot structure. The remaining archives building will remain unaffected by this proposed reconstruction, as all sides of the building facing the existing burn building have already been closed off and are protected against any fire activity. In order to increase usable space around the building, the slope adjacent to north side of the burn building will be removed, and a new 14-foot-tall retaining wall built to provide an additional 1,200 square feet of paved area for AFD use.

As both the existing and proposed building will be constructed entirely out of concrete and will not be built to be habitable, the structure is exempt from floor area ratio (FAR) requirements. Access to the burn building will continue to be taken via the gated driveway through the AlexRenew treatment plant. The burn building is built to be uninhabitable and set aflame under conditions controlled by the Fire Department. The burn building has no utility connections as is used exclusively for training purposes. The City’s Green Building policy is not applicable for these reasons.

## **3. ZONING**

Property Addresses:	801 South Payne Street
Total Project Area:	Area of Disturbance: 5,227 square feet (0.12 acres) Property area: 56,149 square feet (1.289 acres)
Current Zones:	UT / Utilities and Transportation zone

Current Use:	Public Buildings		
	Existing	Permitted / Required	Proposed
FAR	0.43	0.25	0.43* (no change)
Setbacks North (Side) West (Rea) East (Front) South (Side)	148.00 feet 63.18 feet 177.38 feet 12.15 feet	No setbacks required for non-residential uses in the UT zone.	148.00 feet 63.18 feet 177.38 feet 12.15 feet
Parking	7 spaces	0 spaces	7 spaces (no change)
Loading space(s)	1 loading space	n/a	1 loading space (no change)
Open Space	30.4% of site 1.61 acres	n/a	44.22% of site 2.43 acres
Height	30 feet	35 feet, up to 50 feet with a SUP	48'-6" **

\* As the proposed new building is not susceptible to storage or occupancy, all new square footage is exempt from the floor area requirements, per section 2-145 (B)(2) of the Zoning Ordinance.

\*\* A SUP request has been made to exceed the 35-foot height limit.

## 4. STAFF ANALYSIS

### 1. *Master Plan Compliance*

The subject property is within the Southwest Quadrant Small Area Plan (SAP) chapter of the Master Plan. The subject property was added along with the AlexRenew treatment plant property in 1989 as part of an expansion of the SAP. The recommendations of this plan say very little about the existing utility uses within the area of the subject project. However, the proposed project to demolish and rebuild the burn build does not impede the goals and objectives of the SAP and the City Master Plan. Being adjacent to the Capital Beltway and next to a wastewater treatment facility, at the end of a street with no through connections, this area was not designated as an area for potential redevelopment. The new burn building will not impact the existing traffic patterns in this area, as the site is only accessed by AFD staff. The proposed height is not out of compliance with other buildings in the area, including buildings found on the AlexRenew treatment plant site. The burn building is essentially obscured from public view by the archives building, trees and buildings on the AlexRenew facility. As such, the proposal will continue to comply with the City’s Master Plan.

### 2. *Special Use Permits and Modifications*

The proposal complies with the UT zone apart from the noncomplying use and height limits, which require special use permit approval as described in greater detail below. The UT zone has no yard (setback) or open space requirements for nonresidential uses.

Section 11-500 of the Zoning Ordinance gives authority to the City Council to approve special use permits, and two are requested with this application. The zoning ordinance requires the following provisions be met for approval of a SUP:

1. Will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use;
2. Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; and
3. Will substantially conform to the master plan of the city.

A summary of each SUP requested with this application along with a rationale for approval is provided below:

**Special Use Request for Expansion of a Noncomplying Use (Section 12-300)**

Zoning Ordinance Section 12-300 regulates noncomplying uses, which includes the use of any building, structure or land that was lawfully existing immediately prior to June 24, 2992. Pursuant to section 12-302(A), a special use is required for the physical expansion, enlargement, or intensification of a noncomplying use.

**SUP approval criteria:**

1. *Will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use:*  
The proposed new burn building is a replacement of an existing burn building in the same location. The same fire training activity as has been occurring at the site will continue under the AFD’s supervision, and not complaints have been received by the AFD regarding the use of the building. The site will continue to be inaccessible to the public and is fenced around the perimeter, with access only available through a gated entrance on the adjoining AlexRenew plant site. Based on existing and continued conditions, the use of the burn building operation will not adversely affect the health or safety of those in the neighborhood.
2. *Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood:*  
The existing and proposed burn building is located in an area that is behind an existing building and downslope of the public right of way of S. Payne Street. The existing City Archives building has been modified and secured so the structure is not negatively impacted by the fire activity and training that occurs in and around the burn building area. Additionally, the existing slope between the new burn building and street has a fence with trees and shrubbery that is out of the way of the burn area but helps buffer the site as seen from the street. As such, the use of the burn building will not be detrimental to the public welfare or injurious to the neighborhood.
3. *Will substantially conform to the master plan of the city:*  
A goal in the Master Plan for the Fire Department is to “maintain an effective fire prevention program” with an objective “to maintain a well-trained, well equipped force,

prepared to handle all types of fires, hazardous materials and emergencies” (pages 18 and 19 of the adopted 1992 Master Plan Goals & Objectives). Allowing the existing burn building use to remain at the existing site will allow the AFD a training space with minimal impact to the community. As such, the burn building use will continue to substantially conform with the City’s master plan.

**Special Use Permit Request for Exceeding the Height Limit (Section 4-1305.C):**

Zoning ordinance Section 4-1305(C) limits the maximum permitted height of a building to 35 feet. With approval of a special use permit, the height may be increased to an amount not to exceed 50 feet. The proposal involves a maximum 48’-6” tall building.

**SUP approval criteria:**

1. *Will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use:*  
The proposal will increase the size of the burn building from the existing 30-foot-tall structure to 48 feet, six inches. This increase in height is needed for training with a taller structure that reflects the increase in building sizes found in the City and in the region. While the building will be a floor taller than the existing structure, the new burn building will remain in the same location and away from residential properties, with all fire activity supervised by AFD and contained to the subject site. As the requested height is needed for fire training and is located in the same location, the request will not adversely affect the health or safety of persons in the neighborhood.
2. *Will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood:*  
As has been previously stated, the location of the building is such that it is located away from residential areas and closed off to the public. The building is also located at the end of street with no through traffic, limiting the amount of vehicular traffic in the area to the AFD and AlexRenew, who use the gated access point to enter the treatment facility. Any fire activity associated with the burn building will be monitored by AFD. While a taller building, the site is downslope and mostly obscured from the street and the adjacent City building is protected from all fire activity. As such, the increased height of the building will not be detrimental to the public welfare or injurious to the neighborhood.
3. *Will substantially conform to the master plan of the city:*  
Similar to the goals and objective stated for the continued use of the burn building, the requested increase in height also conforms with the goals and objective of the master plan. The additional height will provide the AFD with an improved facility in order to better prepare their trainees for the larger structures being built. Having a well-trained AFD staff that is prepared for fire emergencies is a benefit for the City and region that aligns with the goals and objectives of the City master plan.



### ***3. Modifications to Crown Coverage Requirements***

The applicant is requesting a modification to the 25-percent-minimum crown coverage requirement that is noted in the updated Landscape Guidelines, and as required by Section 11-410(CC) of the Zoning Ordinance. The applicant is not able to provide any of the required 25-percent crown coverage requirement for the project area, which would require 1,271 square feet of canopy coverage. Due to the fire activity associated with the proposed burn building, the addition of trees to the site would be dangerous and subject to fire damage. Rather than provide on-site crown coverage in the subject area, the City would be pay a fee-in-lieu to the Urban Forestry Fund for tree plantings in the neighborhood, where the crown coverage would be more beneficial.

The Planning Commission can approve modifications, if it is determined that such modification is necessary or desirable to good site development, that specific and identified features of the site design make up for those impacts otherwise protected by the regulations, and that such modification will not be detrimental to neighboring property or to the public health, safety and welfare. Staff is in support of the requested modification to the crown coverage requirement, based on the following:

1. The modification is necessary to allow for a modern Fire Department training facility that involves fire activity that makes the planting of any foliage in proximity to the building a hazard;
2. The site is proposed to be developed with an uninhabitable building and paved area that can withstand fire training activity and would not be safe nor conducive for any trees or landscaping; and
3. The reduced amount of crown coverage will not have an adverse impact on neighboring properties as there is no change from the current conditions, and the contribution to the Urban Forestry Fund for tree plantings in the vicinity would create a positive impact on the surrounding neighborhood from increased tree canopy.

## **5. COMMUNITY**

A community meeting is scheduled to be hosted on September 27, 2023 by the Alexandria Fire Department and Department of General Services. In addition to flyers posted in the area around the subject project, a Citywide eNews notification was sent on September 14, 2023 notifying about the project and community meeting.

## **6. CONCLUSION**

Staff recommends **approval** of the Development Special Use Permit, and all associated applications subject to compliance with City codes, ordinances and staff recommendations below.

*Staff:* Karl Moritz, Director, Planning and Zoning  
Robert Kerns, AICP, Chief, Planning and Zoning  
Dirk H. Geratz, Principal Planner, Planning and Zoning  
Maya Contreas, Principal Planner, Planning and Zoning  
Abigail Harwell, Urban Planner, Planning and Zoning

## 7. GRAPHICS



*Graphic 1: SW view of existing burn building.*



*Graphic 2: SW view of proposed burn building and new retaining wall.*

## **8. STAFF RECOMMENDATIONS**

1. The Final Site Plan shall conform substantially with the preliminary plan dated 8/10/2023, and comply with the following conditions of approval.

### **A. BUILDING**

2. Per § 11-418 of the Zoning Ordinance, the development special use permit shall expire and become null and void, unless the applicant commences substantial construction of the project within 36 months after initial approval and the applicant thereafter pursues such construction 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 if they have not yet commenced substantial construction. The applicant may petition to extend the validity period after adequate notice and a public hearing. (P&Z)
3. Provide documentation that allows access to the project site through the AlexRenew property.
4. Show site utilities compatible with other site conditions on the site plan to the satisfaction of the Directors of P&Z and T&ES prior to Final Site Plan release, specifically: (P&Z) (T&ES) \*
  - a. Locating above grade service openings and required clearances for items such as transformers, telephone, HVAC units, and cable boxes.
  - b. Minimizing conflicts with plantings, pedestrian areas, and major view sheds.
  - c. Excluding above grade utilities from dedicated open space areas and tree wells.
  - d. Screening all utilities from the public right-of-way.
5. Provide a georeferenced CAD file in **AutoCAD 2018**.dwg format that adheres to the National CAD Standards prior to Final Site Plan release. The file shall have the dimension plan including existing conditions, proposed conditions, and grading elements. (P&Z) (DPI) (GIS) \*
6. Sheeting and shoring, support of excavation shall not extend beyond the property line, except when the applicant has obtained a written release or encroachment from adjacent property owners which has been reviewed prior to Final Site Plan release and recorded in the Land Records. (P&Z) (Code) \*
7. Provide a building code analysis with these building code data prior to Final Site Plan release: (1) use group, (2) number of stories, (3) type of construction, (4) total floor area per floor, (5) height of structure, (6) non-separated or separated mixed use, and (7) fire protection system requirements. (P&Z) (Code) \*

**B. ARCHAEOLOGY**

8. Call Alexandria Archaeology immediately at (703) 746-4399 if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the discovery area until a City archaeologist comes to the site and records the finds. The language noted above shall be included on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology) \*
9. The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failing to comply shall result in project delays. The language noted above shall be included on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology) \*

**C. STREETS/TRAFFIC**

10. Repair any of the City’s existing public infrastructure that is damaged during construction per the most recent version of the T&ES Design and Construction Standards, or to the satisfaction of Director of T&ES, prior to Certificate of Occupancy. (T&ES) \*\*\*
11. Conduct a pre-construction walk/survey of the site prior to any land disturbing activities with T&ES Construction & Inspection Staff and Code Administration Staff to document existing conditions prior to Final Site Plan release. (T&ES) (Code) \*

**D. STORMWATER MANAGEMENT**

12. The City of Alexandria’s stormwater management regulations regarding water quality are two-fold: (1) state phosphorus removal requirement and (2) Alexandria Water Quality Volume Default. Complying with the state phosphorus reduction requirement does not relieve the applicant from the Alexandria Water Quality Default requirement. The Alexandria Water Quality Volume Default, as determined by the site’s post-development impervious area shall be treated in a Best Management Practice (BMP) facility. (T&ES) \*
13. Provide a 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 Virginia Runoff Reduction Method (VRMM) worksheet showing project compliance prior to Final Site Plan release. The project must use hydrologic soil group “D” in the spreadsheet unless a soils report from a soil scientist or geotechnical engineer delineates onsite soils otherwise. (T&ES) \*
14. Design all stormwater Best Management Practices (BMPs) to comply with the most recent standards and specifications published in the Virginia Stormwater

BMP Clearinghouse. Provide complete design details for all BMPs, including site specific plan views, cross sections, planting plans, and complete design calculations for each BMP prior to Final Site Plan release. (T&ES) \*

15. Provide a BMP table with a separate listing for each individual BMP that includes the name of the practice, total area treated (acres), pervious area treated (acres), impervious area treated (acres), phosphorous removal efficiency (percentage), phosphorous removal efficiency (percentage), phosphorous removed by the practice (lbs.), and latitude and longitude in decimal degrees, prior to Final Site Plan release. (T&ES) \*
16. Complete construction inspection checklists and associated photographic documentation for each stormwater BMP and detention facility. Submit all documents required by The City of Alexandria As-Built Stormwater Requirements including as-built plans, CAD data, BMP certifications, and completed construction inspection checklists prior to Certificate of Occupancy. (T&ES) \*\*\*
17. Construct and install the stormwater BMPs required for this project under the direct supervision of the design professional or their designated representative. Submit a written certification from the design professional to the Director of T&ES prior to Certificate of Occupancy certifying that the BMPs are:
  - a. Constructed and installed as designed and in accordance with the released 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) \*\*\*
18. Install descriptive signage for surface-installed stormwater BMPs (e.g., Bio-Retention Filters, Vegetated Swales) prior to the submission of As-Built Plans to the satisfaction of the Director of T&ES. (T&ES) \*\*\*
19. Submit two originals of the stormwater quality BMP Maintenance Agreement, to include the BMP Schedule and Guidelines Addendum as part of the Final Site Plan #2. Executed and record the agreement with the Land Records Division of Alexandria Circuit Court prior to Final Site Plan release. (T&ES) \*
20. Submit a copy of the Operation and Maintenance Manual to the T&ES Stormwater Management Division prior to Certificate of Occupancy. (T&ES) \*\*\*
21. Submit a certification by a qualified professional that any existing stormwater management facilities adjacent to the project and associated conveyance systems were not adversely affected by construction operations prior to Certificate of Occupancy to the satisfaction of the Director of T&ES. If maintenance of the facilities or systems were required to make this certification, provide a description of the maintenance measures performed. (T&ES) \*\*\*

**E. CONTAMINATED LAND**

22. Indicate on the plan whether any soil and groundwater contamination are present. Submit supporting reports for associated environmental investigations or assessments performed to substantiate this determination. (T&ES) \*
23. If environmental site assessments or investigations discover the presence of contamination on site, the Final Site Plan shall not be released, and no construction activity shall occur until these items have been submitted and approved by the Director of T&ES: (T&ES) \*
  - a. A Site Characterization Report/Extent of Contamination Study detailing the location, applicable contaminants, and the estimated quantity of any contaminated soils and/or groundwater at or in the immediate vicinity of the site.
  - b. A Risk Assessment indicating any risks associated with the contamination.
  - c. A Remediation Plan detailing any contaminated soils and/or groundwater, including plans to remediate utility corridors. Utility corridors in contaminated soil shall be over excavated by two feet and backfilled with “clean” soil. Include description of environmentally sound methods of off-site transport and disposal of contaminated soils and debris (including, but not limited to types of vehicles appropriate for handling specific materials and ensuring vehicle loads are covered).
  - d. A Health and Safety Plan with measures to take during remediation and/or construction activities to minimize the potential risks to workers, the neighborhood, and the environment. Initial Air Monitoring may be required during site activities to demonstrate acceptable levels of volatiles and/or airborne particles. Justify the air monitoring determination in the Health and Safety Plan submitted for review.
  - e. Screen for PCBs as part of the site characterization if any of the past uses are within the identified high risk category sites for potential sources of residual PCBs, which includes these SICs: 26&27 (Paper and Allied Products), 30 (Rubber and Misc. Plastics), 33 (Primary Metal Industries), 34 (Fabricated Metal Products), 37 (Transportation Equipment), 49 (Electrical, Gas, and Sanitary Services), 5093 (Scrap Metal Recycling), and 1221 and 1222 (Bituminous Coal).
24. Should any unanticipated contamination, underground storage tanks, drums or containers be encountered at the site during construction, the applicant must notify T&ES, Office of Environmental Quality immediately. Should unanticipated conditions warrant, stop construction within the affected area until the appropriate environmental reports identified in “a” through “e” above are submitted and approved at the discretion of the Director of T&ES. This shall be included as a note on the Final Site Plan. (T&ES) (Code) \*
25. If warranted by a Site Characterization report, design and install a vapor barrier and ventilation system for buildings and parking areas to prevent the migration or

accumulation of methane or other gases or conduct a study and provide a report signed by a professional engineer showing that such measures are not required to the satisfaction of Directors of T&ES and Code Administration. The vapor barrier and ventilation system must include a passive ventilation system that can be converted to an active ventilation system if warranted. (T&ES) (Code)

**F. SOILS**

26. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments prior to Final Site plan release. (T&ES) \*

**G. NOISE**

27. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11 PM and 7 AM. (T&ES)
28. No vehicles, including construction vehicles, associated with this project shall be permitted to idle for more than 10 minutes when parked, including vehicles in the loading dock. Post at least two no idling for greater than 10 minutes signs in the loading dock area in plain view prior to the issuance of the Certificate of Occupancy. (T&ES) \*\*\*

**H. AIR POLLUTION**

29. Real burn exercises shall not be conducted when the Air Quality Index (AQI) value for Alexandria/Region is predicted as Code Red, Purple or Maroon for ozone or particulate matter, as identified on AirNow.gov website. (T&ES)

**I. CONSTRUCTION MANAGEMENT**

30. 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. All the requirements of Zoning Ordinance Article XIII (Environmental Management) for quality improvement, and quantity control must be complied with prior to the partial Final Site Plan release. (T&ES) \*
31. Submit a separate construction management plan to the Directors of P&Z, T&ES, and Code Administration prior to Final Site Plan release. The plan shall satisfy these requirements: (P&Z) (T&ES) (Code)\*
  - a. No streetlights shall be removed without authorization from the City of Alexandria,
  - b. If streetlights are to be removed from the public right-of-way, then temporary lights shall be provided until the installation and commissioning of new lights, \*
  - c. Include an analysis as to whether temporary street or site lighting is needed for safety during the construction on the site and how it is to be installed, \*

- d. Provide a detailed sequence of demolition and construction of improvements in the public right of way along with an overall proposed schedule for demolition and construction, \*
  - e. Include an overall proposed schedule for construction, \*
  - f. Include a plan for temporary pedestrian circulation, \*
  - g. Include the location and size of proposed construction trailers, if any, \*
  - h. Include a preliminary Maintenance of Traffic Plan as part of the construction management plan for informational purposes only, to include proposed controls for traffic movement, lane closures, construction entrances and storage of materials, and \*
  - i. Post copies of the plan in the construction trailer and give to each subcontractor before they start work. \*\*\*
32. Provide off-street parking for all construction workers without charge and ensure that all workers use this parking. For workers who use Metro, DASH, or another form of mass transit, subsidize a minimum of 50 percent of the fees. Complying with this condition shall be a component of the construction management plan, which shall be submitted prior to Final Site Plan release and approved by the Departments of P&Z and T&ES prior to commencing any construction activities. This plan shall:
- a. Establish and provide verifiable details and/or agreements on 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. Post information on transit schedules and routes, \*
  - c. The community liaison must manage parking actively for all construction workers and ensure compliance with the off-street parking requirement, and
  - d. If the off-street construction workers parking plan is found to be violated during construction, a correction notice will be issued to the applicant. If the violation is not corrected within five days, a "stop work order" will be issued, with construction halted until the violation has been corrected. (P&Z) (T&ES) \*
33. Include a chapter on maintaining pedestrian access within the Construction Management Plan. Sidewalks adjacent to the site shall remain open during construction. If sidewalks must be closed, pedestrian access shall be maintained adjacent to the site per Memo to Industry #04-18 throughout the construction of the project. (T&ES) \*\*
34. Include a chapter on the waste control program in the Construction Management Plan. 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. Dispose of all wastes offsite per all applicable federal, state, and local laws. If program is implemented in coordination with green building certification, include documentation as appropriate per the City's Green Building Policy and conditions therein. (T&ES) (Code)

35. Discuss construction staging activities with T&ES prior to the release of any permits for ground disturbing activities. No major construction staging shall be allowed within the public right-of-way. (T&ES) \*\*
36. Identify a Certified Land Disturber (CLD) in a letter to the Division Chief of Infrastructure Right of Way prior to any land disturbing activities and include the name on the Phase I Erosion and Sediment Control sheets prior to Final Site Plan release. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. (T&ES) \*
37. Identify a community liaison throughout the duration of construction. Provide their name and telephone number, including an emergency contact number, to residents, property managers, and business owners whose property abuts the site, to the satisfaction of the Directors of P&Z and T&ES. Install a temporary informational sign prior to Final Site Plan release with the community liaison's name and contact information. Display the sign until construction finishes. (P&Z) (T&ES) \*, \*\*\*
38. Temporary construction trailer(s) are permitted and subject to the approval of the Directors of P&Z and Code Administration. Remove the trailer(s) prior to the issuance of the final Certificate of Occupancy. (P&Z) (Code) \*\*\*
39. Submit a stamped electronic copy of a wall check survey completed by a licensed, certified public land surveyor or professional engineer when below-grade construction reaches proposed finished grade. Ensure the wall check shows:
  - a. Key dimensions of the building as shown on the approved Final Site Plan,
  - b. Key dimensions from future face of finished wall above to the property line and any adjacent structures on the property,
  - c. Extent of any below-grade structures,
  - d. Foundation wall in place, and
  - e. Future face of finished wall above. (P&Z) \*\*
40. 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 T&ES Site Plan Coordinator prior to applying for 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 stating that the height was calculated based on all applicable provisions of the Zoning Ordinance. (P&Z) (T&ES) \*\*\*

**J. CONTRIBUTIONS**

41. If a modification to meeting the 25-percent minimum crown coverage requirement of the Zoning Ordinance in the Landscape Guidelines is approved, the applicant shall provide a monetary contribution, in the amounts specified within the Landscape Guidelines, to the City of Alexandria’s Urban Forestry Fund. Provide the contribution prior to issuance of the first Certificate of Occupancy. Payment shall be payable to the City of Alexandria, with a transmittal letter addressed to RP&CA citing the project name and case number, contribution amount, and the condition being fulfilled. (P&Z) (RP&CA) \*\*\*

**CITY DEPARTMENT CODE COMMENTS**

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

**A. 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. A preconstruction conference is recommended for large projects. Contact the Code Administration Office, Plan Review Supervisor at (703) 746-4200 with any questions.
- C - 1 New construction or alterations to existing structures must comply with the current Uniform Statewide Building Code (USBC) in effect when applying for building permit(s).
- C - 2 Submit a wall location plat prepared by a land surveyor to the Department of Code Administration prior to any building framing inspection. \*\*

**B. Archaeology**

- C - 1 All archaeological preservation measures shall comply with § 11-411 of the Zoning Ordinance.

**C. Transportation & Environmental Services (T&ES)**

- F - 1 Provide a dimension plan with all proposed features, the final property lines, and associated property line annotation. When possible, show all annotation pertaining to the final property line configuration on the site layout sheet (also referred to as the site plan sheet). (T&ES) \*
- F - 2 Construct all storm sewers to the City of Alexandria standards and specifications. The minimum diameter for storm sewers is 18-inches in the public right-of-way and the minimum size storm sewer catch basin lead is 15-inches Acceptable pipe materials are Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. Alternatively, the Director of T&ES may approve AWWA C-151 (ANSI A21.51) Class 52. For roof drainage system,

Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26 and ASTM 1785-76 Schedule 40 pipes are acceptable. The minimum and maximum velocities are 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 - 3 Construct all sanitary sewers to the City of Alexandria standards and specifications. The minimum diameter of sanitary sewers is 10-inches in the public right-of-way and sanitary lateral 6-inches for all commercial and institutional developments; however, a 4-inch sanitary lateral is acceptable for single family residences. Acceptable pipe materials are 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-inches or larger diameters); Class III may be acceptable on private properties. Minimum and maximum velocities are 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 - 4 Provide a horizontal separation of 10-feet (edge to edge) between a storm or sanitary sewer and a water line. However, if this horizontal separation cannot be achieved, then install the sewer and water main in separate trenches and set the bottom of the water main at least 18-inches above of the top of the sewer. If both the horizontal and vertical separations cannot be achieved, then use Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 for the sewer pipe material and pressure test it in place without leakage prior to install. (T&ES) \*, \*\*\*
- F - 5 Provide at least 18-inches of vertical separation for sanitary sewer and 12-inches for storm sewer when a water main over crosses or under crosses a sanitary/storm sewer. However, if this cannot be achieved, then construct both the water main and the sanitary/storm sewer using 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. Center a section of water main pipe at the point of crossing and pressure test the pipes in place without leakage prior to installation. Provide adequate structural support for sewers crossing over the water main (i.e., concrete pier support and/or concrete encasement) to prevent damage to the water main. Encase in concrete sanitary sewers under creeks and storm sewer pipe crossings with less than 6-inch clearance. (T&ES) \*, \*\*\*
- F - 6 No water main pipe shall pass through or touch any part of sanitary/storm sewer manhole. Place manholes at least 10-feet horizontally from the water main whenever possible. When local conditions prohibit this horizontal separation, ensure that the manhole is watertight and tested in place. (T&ES) \*, \*\*\*
- F - 7 Maintain at least 12-inches of separation or clearance from water main, sanitary, or storm sewers when crossing underground telephone, cable TV, gas, and electrical duct

banks. If this separation cannot be achieved, then use Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 material for the sewer pipe for a distance of 10-feet on each side of the point of crossing and pressure test it in place without leakage prior to installation. Provide adequate structural support for sanitary/storm sewers and water main crossing over the utilities (i.e., pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES) \*, \*\*\*

- F - 8 Design any rip rap per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES) \*, \*\*\*
- F - 9 Show the drainage divide areas on the grading plan or on a sheet that includes topography and structures where each sub-area drains. (T&ES) \*
- F - 10 Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES) \*
- C - 2 Comply with the City of Alexandria’s Noise Control Code, Title 11, Ch. 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C - 3 Comply with the Alexandria Noise Control Code Title 11, Ch. 5, § 11-5-4(b)(15), which permits construction activities to occur during these hours: (T&ES)
  - i. Monday Through Friday from 7 AM to 6 PM
  - ii. Saturdays from 9 AM to 6 PM
  - iii. No construction activities allowed on Sundays and holidays
- a. § 11-5-4(b)(19) further restricts pile driving to these hours:
  - i. Monday through Friday from 9 AM to 6 PM
  - ii. Saturdays from 10 AM to 4 PM
  - iii. No pile driving is allowed Sundays and holidays
- b. § 11-5-109 restricts excavating work in the right-of-way to:
  - i. Monday through Saturday 7 AM to 5 PM
  - ii. No excavation in the right-of-way allowed on Sundays, New Year’s Day, Independence Day, Thanksgiving, and Christmas.
- C - 4 Comply with the stormwater pollutant load reduction, treatment of the Alexandria Water Quality Volume Default, and stormwater quantity management per Article XIII of the Zoning Ordinance. (T&ES) \*
- C - 5 Comply with the City of Alexandria, Erosion, and Sediment Control Code, Title 5, Ch. 4. (T&ES) \*
- C - 6 Provide a Stormwater Pollution Prevention Plan (SWPPP) Book with the Final Site Plan. The project’s stormwater management (SWM) plan and the erosion and sediment control (E&SC) plan must be approved prior to the SWPPP being deemed approved

and processed to receive coverage under the VPDES Construction General Permit. Upon approval, provide an electronic copy of the SWPPP Book with the Signature Set submission and a copy of the coverage letter must be added to the plan sheet containing the stormwater management calculations. Include an electronic copy of the SWPPP Binder Book in the released site plans and include a hardcopy of the SWPPP Binder Book with the on-site construction drawings. Separate parcel owners must seek separate VPDES Construction General Permit Coverage unless a blanket entity incorporated in Virginia has control of the entire project. (T&ES) \*

**Asterisks denote:**

- \* 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 issuance of the Certificate of Occupancy



# APPLICATION

## DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN

\_\_\_\_\_ Filing Fee  
\_\_\_\_\_ Planning Commission Hearing  
\_\_\_\_\_ City Council

### REQUIREMENTS FOR MAILING NOTICES:

Applicants must send written notice to all abutting property owners. See detailed instructions on "Notice Requirements."

Mail certified or registered notice of hearings between \_\_\_\_\_ and \_\_\_\_\_.

Return notice materials to Department of Planning and Zoning by \_\_\_\_\_.

# INSTRUCTIONS

## DEVELOPMENT SPECIAL USE PERMIT WITH SITE PLAN APPLICATION

APPLICATIONS FOR DEVELOPMENT SPECIAL USE PERMIT, WITH SITE PLAN. A Development Special Use Permit, with Site Plan, for new construction in the City of Alexandria is permitted in accordance with Sections 11-400 and 11-503 (A) (5) of the Alexandria Zoning Ordinance. Such Development Site Plan, with Special Use Permit, must be approved by the Alexandria Planning Commission and City Council after public hearings. Complete all parts of the application form using black ink or type. Sign the form, and include a daytime telephone number.

**FILING FEE.** Applicants must submit a filing fee with the application. Consult the latest fee schedule to determine fee amount. The fee schedule can be found at [www.alexandriava.gov/planning](http://www.alexandriava.gov/planning)

**PROPERTY OWNER NOTIFICATION.** Applicants must send written notice by certified mail to all adjoining and facing property owners at least 10 days prior to the Planning Commission public hearing and not more than 30 days prior to the City Council public hearing meeting. Applicants may use the notice forms supplied with the application forms. In the event the application is deferred, notification shall be given again. The following must be submitted to the Department of Planning and Zoning no later than five days prior to the meeting: (a) a copy of the notice letter sent, (b) a copy of the list of the names and addresses of persons to whom notice was sent, (c) a certification of notice statement that notice was sent to those required, (d) a copy of the date-stamped post office receipts.

Failure to send accurate or correct notices will result in deferral of the application to a later hearing date. Property ownership information is to be obtained from the City Office of Real Estate Assessments, Room 2600, City Hall, 301 King Street.

**STAFF REPORT.** A staff report and recommendation will be prepared and made available in the Department of Planning and Zoning office. The report is typically available 11 days prior to the PC public hearing.

For assistance with any of these procedures,  
please call the Department of Planning & Zoning at 703.746.4666



APPLICATION

**DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN**

DSUP # \_\_\_\_\_ Project Name: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

TAX MAP REFERENCE: \_\_\_\_\_ ZONE: \_\_\_\_\_

APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

PROPERTY OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

SUMMARY OF PROPOSAL \_\_\_\_\_

MODIFICATIONS REQUESTED \_\_\_\_\_

SUP's REQUESTED \_\_\_\_\_

THE UNDERSIGNED hereby applies for Development Site Plan with Special Use Permit 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.

\_\_\_\_\_  
Print Name of Applicant or Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing/Street Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
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: \_\_\_\_\_

ACTION - CITY COUNCIL: \_\_\_\_\_



Development SUP # \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. 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 three percent.

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.

## 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 three 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.		
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 \_\_\_\_\_(address), unless the entity is a corporation or partnership, in which case identify each owner of more than three 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.		
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required 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.

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.		
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.

Date

Printed Name

Signature

Development SUP # \_\_\_\_\_

2. Narrative description. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. If not appropriate to the request, delete pages 6-9. (Attach additional sheets if necessary.)

Development SUP # \_\_\_\_\_

3. How many patrons, clients, pupils and other such users do you expect?  
Specify time period (i.e., day, hour, or shift).

4. How many employees, staff and other personnel do you expect?  
Specify time period (i.e. day, hour, or shift).

5. Describe the proposed hours and days of operation of the proposed use:

Day	Hours	Day	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

B. How will the noise from patrons be controlled?

7. Describe any potential odors emanating from the proposed use and plans to control them:

8. Provide information regarding trash and litter generated by the use:
- A. What type of trash and garbage will be generated by the use?
  - B. How much trash and garbage will be generated by the use?
  - C. How often will trash be collected?
  - D. How will you prevent littering on the property, streets and nearby properties?
9. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

Yes. No.

If yes, provide the name, monthly quantity, and specific disposal method below:

10. Will any organic compounds (for example: paint, ink, lacquer thinner, or cleaning or degreasing solvent) be handled, stored, or generated on the property?

Yes. No.

If yes, provide the name, monthly quantity, and specific disposal method below:

11. What methods are proposed to ensure the safety of residents, employees and patrons?

ALCOHOL SALES

12. Will the proposed use include the sale of beer, wine or mixed drinks?

Yes. No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

PARKING AND ACCESS REQUIREMENTS

13. Provide information regarding the availability of off-street parking:

- A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

\_\_\_\_\_

- B. How many parking spaces of each type are provided for the proposed use:

\_\_\_\_\_ Standard spaces  
\_\_\_\_\_ Compact spaces  
\_\_\_\_\_ Handicapped accessible spaces  
\_\_\_\_\_ Other

- C. Where is required parking located? (check one)      on-site      off-site

If the required parking will be located off-site, where will it be located?

---

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the Parking Reduction Supplemental Application.

**14.** Provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance?
- B. How many loading spaces are available for the use?
- C. Where are off-street loading facilities located?
- D. During what hours of the day do you expect loading/unloading operations to occur?
- E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

15. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?