



Development Site Plan #2021-00015
Section 9.06 Case #2022-00003
Encroachment #2022-00004
4901, 4915 Polk Avenue
Alexandria Free Methodist Church

Application	General Data	
Project Name: Alexandria Free Methodist Church	PC Hearing	May 3, 2022
	CC Hearing	May 14, 2022 (ENC)
	If approved, DSP Expiration	May 3, 2025 ¹
	Plan Acreage	85,405 square feet (1.96 acres)
Location: 4901, 4915 Polk Avenue	Zone	R-20 Single Family Zone
	Existing Use	Church
	Proposed Use	Church
	Gross Floor Area, addition	728 square feet
	Gross Floor Area, total	4,928 square feet
	Small Area Plan:	Seminary Hill/Strawberry Hill
Applicant: Trustees of Alexandria Free Methodist Church	Historic District:	Not applicable
	Green Building:	Flexibility Requested

Purpose of Application
The applicant requests approval of a Development Site Plan and Encroachment to construct a small building addition, driveway, and parking improvements. Associated Planning Commission review pursuant to City Charter Section 9.06 regarding the use of unimproved City right-of-way.
Applications Requested
<ol style="list-style-type: none">1. Development Site Plan to construct a building addition, new driveway entrance, accessibility improvements and parking lot expansion;2. Encroachment on unimproved portion of public right-of-way to permit construction of a segment of a private driveway;3. Planning Commission review of whether the proposed use by the applicant of a portion of unimproved right-of-way along the northwest boundary of 2915 Polk Avenue is consistent with the City of Alexandria Master Plan pursuant to Section 9.06 of the City Charter.

Staff Recommendation: APPROVAL WITH CONDITIONS
Staff Reviewers: Robert M. Kerns, AICP, Division Chief Maya Contreras, Principal Planner Bill Cook, Urban Planner
robert.kerns@alexandriava.gov maya.contreras@alexandriava.gov william.cook@alexandriava.gov

¹ The validity period may be extended consistent with City Council guidance for land-use approvals due to the COVID-19 pandemic.

PLANNING COMMISSION ACTION, MAY 3, 2022:

On a motion by Commissioner Lyle, seconded by Vice-Chair McMahon, the Planning Commission voted to approve DSP#2021-00015, with removal of Condition #20. The motion carried on a vote of 7-0.

On a motion by Commissioner Lyle, seconded by Vice-Chair McMahon, the Planning Commission voted to approve Section 9.06 case SEC#2022-00003 and to recommend approval of ENC#2022-00004. The motion carried on a vote of 7-0.

The following condition was removed:

20. **CONDITION REMOVED BY PLANNING COMMISSION:** ~~Provide Level 2 electric vehicle chargers for at least two percent of the required parking spaces, rounded up to the next whole number parking space. (T&ES)~~

Reason: The Planning Commission agreed with the staff analysis.

Commissioner Lyle, while supportive of EV charging requirements generally, questioned the cost burden on the applicant for the charging stations, relative to the expected usage for this site. Commissioner Ramirez concurred, noting that the population served would likely be local and not in need of such facilities. Chair Macek, also in agreement, noted that the condition seemed more appropriate to Development Special Use Permit applications, as well as residential, commercial or other institutional projects, and spoke in support of deleting Condition 20. Commissioner McMahon concurred, and further suggested to Staff a future discussion regarding the expectations of EV charging requirements in DSP applications versus DSUP applications. She also expressed her support for the application and the preservation of future opportunities for the City to connect open space via the North Pickett right-of-way.

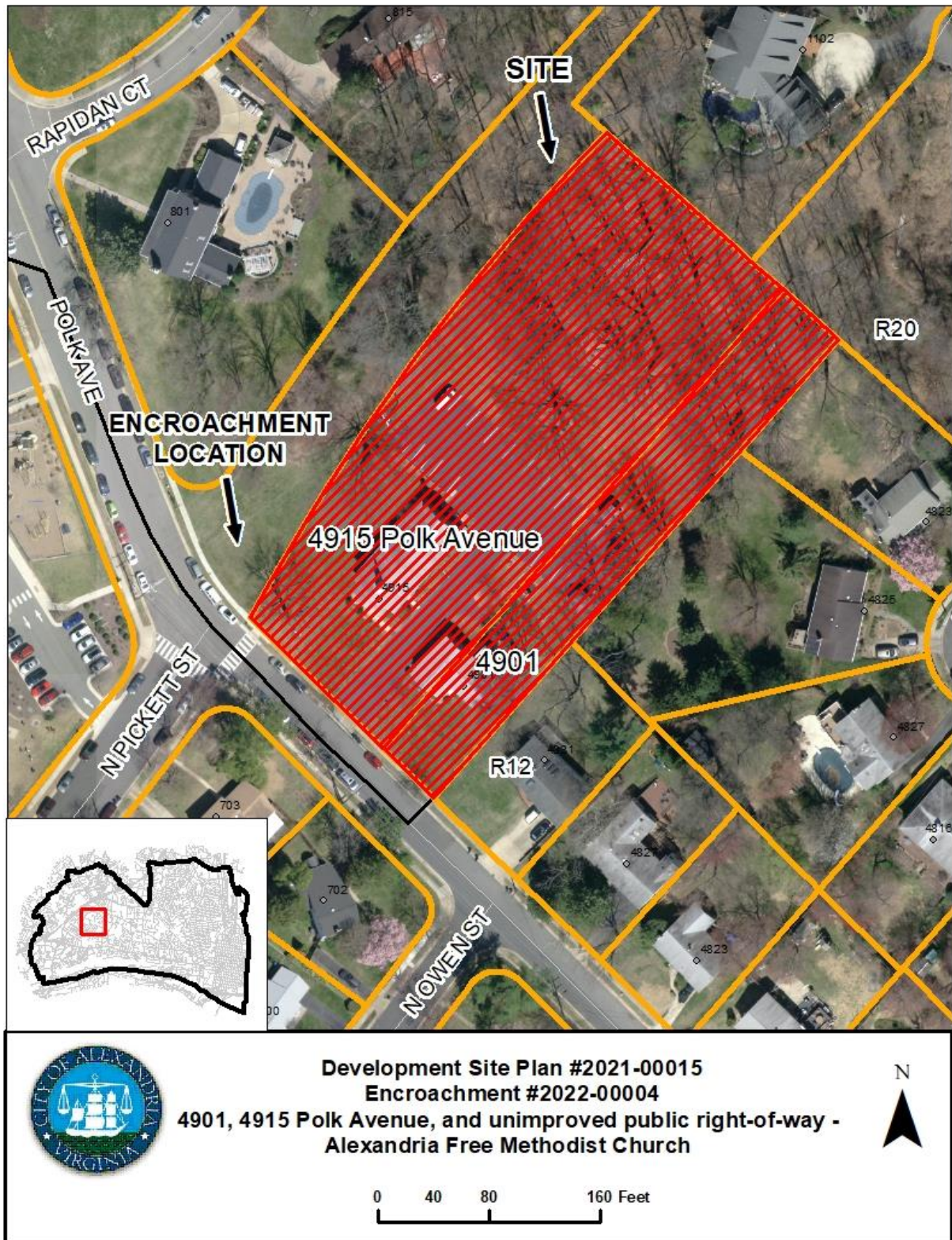
Commissioner Brown concurred with the applicant's description of the anticipated traffic pattern, and did not find the traffic concern sufficient reason to disapprove the application.

Speakers:

Jack Sharkey, resident of 815 Rapidan Court, spoke of his longtime interest in purchasing the unimproved right-of-way, which abuts his property, in the interest of preserving it as a wooded conservation area. He described his recent contact with the City. He spoke of his concern for existing trees in and around the property. He also expressed concern for traffic on Polk and in the vicinity of the school and his property. He requested the Planning Commission deny the encroachment portion of the application.

Aaron Vinson, Civil Engineer, Walter L. Phillips, Inc., representing the applicant, spoke in support of the project, reiterating that it is a relatively small project to improve ADA access. He spoke of the driveway alignment in support of pedestrian safety, and addressed Commissioner Brown's

earlier question related to specific trees on site. He noted that the use patterns of the school and church do not coincide thus the traffic impact should be minimal.



I. SUMMARY

A. Recommendation

Staff recommends **approval** of the proposed development site plan to construct a 728 square foot building addition and associated site improvements to an existing church, including an encroachment on a portion of unimproved city right-of-way to facilitate a new curb cut and driveway. The proposal is in reasonable conformance with the Seminary Hill/Strawberry Hill Small Area Plan (SH/SHSAP) and meets the requirements of the R-20/Single-family zone and the specific site plan review standards of the Zoning Ordinance. The project has several site benefits, including:

- Elimination of an existing curb cut, improving pedestrian safety in proximity of a school;
- Consolidation of vehicle activity to the intersection of Polk Avenue and North Pickett Street;
- Improved building accessibility, internal circulation, bathrooms and office space; and
- ADA-accessible parking for church members and visitors.

This project entails three approvals. The Planning Commission will review the Development Site Plan (DSP), Encroachment, and Section 9.06 Case. City Council will review the Encroachment.

B. General Project Description

The applicant seeks to construct a 728 square foot building addition to the existing 4,200 square foot church and make site entrance and parking lot modifications. The improvements will improve site access and ADA accessibility. The building addition provides ADA-compliant access to most areas of the existing building, provides bathrooms and office space, and relocates the primary building entrance to the rear. Site improvements include a relocated driveway entry from Polk Avenue that aligns with North Pickett Street, and parking lot modifications that add four (4) parking spaces and ADA accessible parking. Existing tree canopy coverage will be preserved.

II. BACKGROUND

A. Site Context

The project site is located east of John C. Polk Elementary School and northeast of the intersection where North Pickett Street terminates at Polk Avenue. A site plan was approved for the property in 1963 (SIT#63-080), and comprises two parcels totaling 85,405 square feet. The church is located on the parcel addressed to 4915 Polk Avenue and a residential structure or parsonage addressed to 4901 Polk Avenue is located east of the church and straddles both parcels. The site is grassy and open in the front, with both structures facing Polk Avenue. Roughly half of the site to the rear is

wooded and slopes upward to the northeast.

Except for the school, located to the west, the immediate surrounding area is single-family residential. In addition to Polk Elementary, Patrick Henry School is located southeast of the site about 1/3 of a mile away. The Seminary Hill/Strawberry Hill Small Area Plan characterizes the subject site and nearby schools as “Institutional” land uses and the immediate surrounding area as “Residential Low.”

B. Site History

A subdivision was recorded to provide for a future street reservation along the northwest property line to potentially extend North Pickett Street northeast from Polk Avenue and continue to Seminary Road (*Figure 1*). As discussed more fully in Section V, staff has not located any plans or intentions to improve the right-of-way to a full street, and environmental conditions and grades north of the church site would make construction challenging.

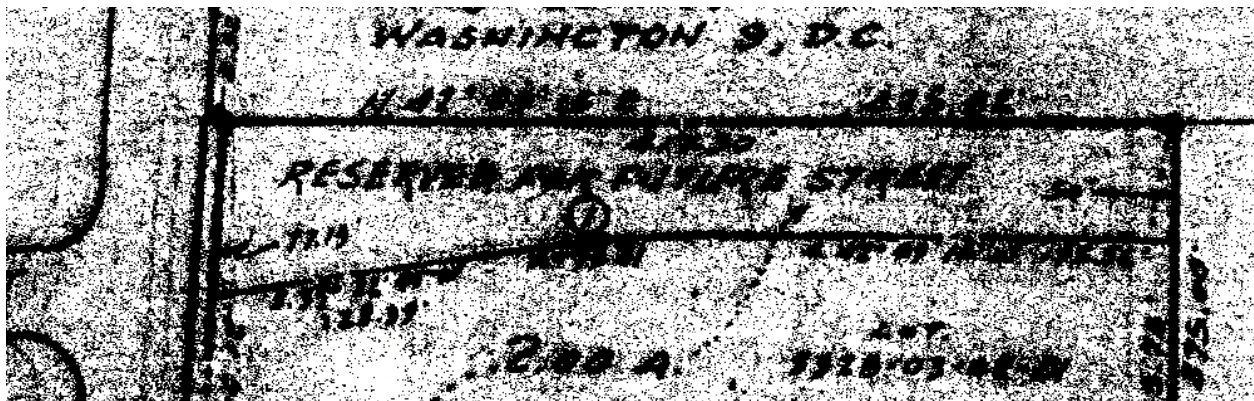


Figure 1: 1960's Right-of-Way Reservation

Two Development Special Use Permits, DSUP#2002-0049 and DSUP#2003-0036 for “Pickett’s Ridge” were subsequently approved in 2003 and 2004 respectively. These applications approved the construction of three (3) single-family homes on vacant wooded lots accessible from North Pickett Street via Seminary Road. A street segment of North Pickett Street was subsequently named Findley Lane. The development of those lots would preclude the city from any ability to construct a street, however those DSUP applications included conditions to for the provision of a public access easement on the western portion of the site that would permit possible future trail connection. Any future trail or path connection would require a public process. The City at present does not have immediate plans for a pedestrian trail.

III. PROJECT DESCRIPTION

A. Current Request

The applicant, Trustees of Alexandria Free Methodist Church, request approval of all applications to permit construction of the building addition and associated improvements to site access and parking (*Figure 2*).

Building

The proposed building addition will be located on the east side of the existing structure. The single-story, 728 square foot addition with basement will provide a new ADA-accessible entrance to the facility, incorporate an elevator to facilitate access throughout the building, as well as provide new restrooms and office space. An ADA ramp from the parking lot will lead to two sets of double doors at the rear of the addition.

The height of the addition will be subordinate to the main building and comply with height regulations, with matching brick veneer and an asphalt shingle roof. The project also includes upgrades to the HVAC system. All HVAC units will be located to the rear of the building and will not be visible from the public right of way.

Site Entrance and Parking

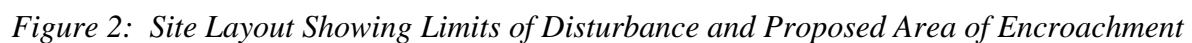
The building addition will be partly located within an existing driveway that passes between the church and parsonage. This driveway will be removed, and the curb cut from Polk Avenue will be removed. A new curb cut and driveway will be constructed to the northwest of the church and align with the existing intersection at North Pickett Street.

Four (4) additional parking spaces will be created, increasing total parking spaces to 36. This total meets the parking requirement per the requirements of Section 8-200(A)(10) for churches.

The parking area closest to the new building entrance will have two (2) ADA-accessible spaces with van accommodations, loading area, and 4 standard parking spaces atop an approximate 1,375 square foot section of pervious paving material. Extant sections of the parking lot will be restriped to shift parking spaces and provide adequate turn-around area for emergency vehicles. A new sidewalk from the public sidewalk to both buildings will be constructed in part of the path of the former driveway.

B. Summary of Applications

The planned improvements presented unique challenges from a technical and administrative standpoint, in order to make use of the City right-of-way reservation. Two (2) applications are required from the applicant, and an additional case is required for review by the Planning Commission as detailed below. Specific details of the site plan are noted in further detail in the Staff Analysis section.



Development Site Plan (DSP)

The Zoning Ordinance per Section 11-404 permits certain types of development administratively without the need for a site plan. These include small additions and limited site improvements or changes to parking. The size of the building addition is less than a one-third increase in gross floor area (§11-404(C)). However, while the plan proposes fewer than five (5) additional parking spaces, the ordinance states that projects are exempt from the requirement for a site plan only if site access is provided via an existing driveway (§11-404(D)). Because the plan proposes a new driveway entrance, a Development Site Plan (DSP) is required.

Encroachment

The applicant requests approval for a 2,970 square foot encroachment for a portion of driveway that extends from the Polk Avenue right-of-way onto the project site via a portion of unimproved city right-of-way adjacent to 4901 Polk Avenue. The encroachment is requested to facilitate a new point of access to the church site that replaces an existing driveway access located further south.

City Charter Section 9.06

Section 9.06 of the City's Charter states that:

“No widening, extension, narrowing, enlargement, vacation or change in the use of streets and other public ways, grounds and places within the city, nor the sale of any land held by the city, shall be authorized to take place unless such transactions shall have been first submitted to and approved by the [Planning] commission.”

The use by the applicant of a 2,970 square foot section of unimproved city right-of-way adjacent to the applicant's property is subject to a Section 9.06 review by Planning Commission, since the applicant is proposing to use the land for part of a new driveway entrance to their property. The use is considered a “change in the use of streets or other public ways,” per Section 9.06 of the City Charter. As part of the Section 9.06 review, Planning Commission determines if the use is consistent with the Master Plan, though the encroachment must be approved by City Council at a future public hearing.

IV. ZONING

The project site is zoned R-20/Single-family zone, established to provide and maintain land areas for low density residential neighborhoods of single-family homes on 20,000 square foot lots. Nonresidential uses of a noncommercial nature which are related to, supportive of and customarily found in a residential neighborhood are also permitted. Pursuant to Section 3-102 of the Zoning Ordinance, the R-20 zone recognizes the compatibility of the church/religious use within the zone by designating it as a “Permitted Use” among other uses. Permitted uses may operate without Special Use Permit approval. The proposed building addition to the church use is considered by-right since it will be built within the allowable setbacks and building envelope. No zoning modifications pursuant to Section 11-416 are requested.

Section 11-400 requires approval of a Development Site Plan (DSP) for projects, like the current

request, involving new construction, additions, or site work that is not specifically exempt.

Table 1 summarizes the requirements of the zone, the existing condition, and the proposed project.

Table 1: Zoning Tabulations

Property Address:	4901, 4915 Polk Avenue		
Total Site Area:	1.96 acres / 85,405 square feet		
Total Disturbed Area:	.41 acres / 17,756 square feet		
Existing Zone:	R-20/Single-family zone		
Current Use:	Church/Religious		
Proposed Use:	Church/Religious		
	R-20 Permitted/Required	Existing Condition	Proposed/Provided
FAR/ Floor Area:	.25	.049	.057
Floor Area:	21,351 SF (max)	4,199 SF	4,928 SF
Height*:	40'	< 40'	< 40'
Average Finished Grade		143.24'	143.39'
Open Space:	N/A	--	--
Crown Coverage:	25% (21,351 SF)	52.9% (45,183)	52.9% (45,183)
Parking:			
<i>Total</i>	1 space per every 5	32	36
<i>ADA</i>	seats in principal		2
<i>Compact</i>	auditorium		25 (69%)
<i>EV Charger (L2)</i>	(36 required)		2
Loading spaces:	N/A	0	0
Setbacks, non-residential uses:			
<i>Front</i>	70', n/r uses	54.6'**	54.6**
<i>Side</i>	1:1, min. 25'	24.5'**	24.5**
<i>Rear</i>	1:1, min. 25'	275.2'	275.2'
Lot Req'ts:			
<i>Size</i>	20,000 SF	85,405 SF	85,405 SF
<i>Width</i>	100'	179.63'	179.63'
<i>Frontage</i>	75'	> 75'	> 75'
Notes:	* R-20 maximum height 40' for church use, Small Area Plan maximum height 35' ** Legally non-conforming		

V. STAFF ANALYSIS

Staff supports the request to construct a small building addition to the existing church, in addition to a new curb cut and entrance driveway and modifications to the existing parking lot. The structure and site changes enhance ADA accessibility and improve safety and convenience for the congregation. Moving the entrance driveway consolidates vehicle activity at the intersection of Polk Avenue and North Pickett Street. The driveway relocation and design support City policies promoting safer streets for all users regardless of transportation mode and is especially appropriate for this location across the street from an elementary school.

A. Consistency with Master Plan

Section 9.06 Case

Staff recommends that the Planning Commission approve this request, finding that the proposal is consistent with Section 9.06 of the City Charter of Alexandria, Virginia, for the change in use of City-owned property. As previously noted, the overall plan is consistent with the Seminary Hill /Strawberry Hill Small Area Plan. There are no City plans for a future public street within the unimproved right-of-way, however construction of the driveway to the church would not preclude the ability for the City to provide a trail connection should future plans materialize.

Small Area Plan and Other Plans

The proposal is consistent with the site plan standard contained in the Zoning Ordinance that states: “*The site plan shall be in reasonable conformity with the master plan of the city*” (Section 11-410(B)). The site is located in the Seminary Hill/Strawberry Hill Small Area Plan (SH/SH SAP, 1992) boundaries, and the land use designation is “Institutional.” The immediate surrounding area is designated “Residential Low.” A 35-foot height limit applies to the subject site and the surrounding area, and the property is not identified as a redevelopment site.

Staff finds that the project is reasonably in conformance with the SH/SH SAP since there is no change in the permitted use or SAP land use designation, and the proposed addition and site work complies with the bulk and height regulations of the zoning and the SAP. Staff additionally finds that the project is not counter to one of the key SAP objectives- “*Preserve and protect the character, scale and density of existing residential uses.*”

Another SAP objective is “*Ensure preservation of open space.*” The Alexandria Open Space Plan (2002) identifies the area of the unimproved North Pickett Street right-of-way and categorizes it among “undeveloped areas with natural features” on the plan’s map of “Open Space Opportunity Sites.” Such areas in the plan are described as typically being along or near stream corridors. The unimproved area shown in the plan includes a linear segment in a northeasterly direction connecting Polk Avenue with current Findley Lane and North Pickett Street continuing to Seminary Road. The segment connects two areas of land that were undeveloped at the time of the open space plan. As noted earlier in this report, those parcels were subsequently developed with single-family houses via two DSUPs known as Pickett’s Ridge. Therefore, while the opportunity

for preserving open space is precluded by the development of the Pickett's Ridge parcels, there still exists the ability in the future for the city to provide north/south trail connectivity as part of the City's network of open spaces. Connectivity of open spaces is a key goal of the Open Space Plan.

The segment of the unimproved right-of-way proposed to be used as the driveway for the church is currently open lawn closest to Polk Avenue, and the church claims to have maintained this area for many years. The wooded area to the north would not be impacted by the proposed driveway.

C. Site Plan & Building Design

Curb Cut and Driveway

The site plan proposes a new curb cut and 22-foot-wide paved driveway located northwest of the church and constructed partly on a portion of unimproved City right-of-way. The driveway entrance from Polk Avenue aligns with North Pickett Street. The driveway continues alongside the church and connects with the existing parking lot behind the church. The existing driveway to the south will be removed and the curb cut will be replaced with curb and gutter as well as sidewalk to match the width of the existing public sidewalk. Within the path of the former driveway, the applicant is constructing new private sidewalk leading to both the church and parsonage from the Polk Avenue frontage. Emergency service access is provided via a turn-around in the existing parking lot.

Parking

The proposal adds four (4) parking spaces to the existing lot, bringing the total number of spaces to 36. Two (2) ADA accessible parking spaces are being provided, with adjacent van loading areas. The parking is compliant with Zoning Ordinance Section 8-200(A)(10), which requires that churches provide the greater of one parking space for each five seats in the principal auditorium, or one space per ten classroom seats. The portion of the parking lot closest to the church and next to the new ADA-accessible entrance is the area of primary disturbance. This area will be improved with new surfacing, ADA-signage, and tie-in to the building entrance walkway area. Except for restriping, much of the remainder of the parking lot is unchanged.

Open Space & Tree Preservation

The church site has large front, rear, and side yards generally characteristic of the R-20 zone, and very similar to residential neighboring properties to the south and east zoned R-12. Per the requirements for a DSP submission the applicant has included a tree inventory within the area of site disturbance and has delineated and calculated tree canopy on the site. No existing trees are identified for removal as part of this plan. New applications would require 25% crown coverage. The existing site provides approximately 53%. The rear of the church property is wooded and used by the church for outdoor events. This area is away from proposed construction and no changes are planned.

Building Design

The existing building is a modest brick one-story structure with basement built in the 1960's. The primary function of the building addition is to facilitate ADA access into and between levels of the existing structure. The project site is not within a historic district, and design review is not a requirement of DSP applications. Building plans and renderings were not provided at this time, however the applicant has stated within the plans that the addition will be brick veneer to match the exterior finish of the existing structure, and will have a compatible roofline and roofing materials matching the existing structure. Dimensioned plans and renderings will be supplied with the Final Site Plan, and Staff has included conditions for materials review prior to Final Site Plan approval.

D. Encroachment

Staff recommends approval of the Encroachment application to allow the applicant to construct a driveway within a portion of unimproved city right-of-way. The proposed area of encroachment is 2,970 square feet of land adjacent to 4901 Polk Avenue and across from the terminus of North Pickett Street at Polk Avenue (*Figure 3*). The encroachment is approximately 43.5' wide at the Polk Avenue frontage to accommodate the 22' wide paved driveway. The driveway then proceeds northeast and enters the church property along its northwest boundary at a point approximately 70' back from the street frontage. The driveway then continues within the church property and connects with the existing parking lot at the rear of the church. The encroachment is requested to facilitate a new point of access to the church site that replaces an existing driveway access located further south.

The consolidation of the entrance to the site at the existing Polk/Pickett intersection supports improved safety for both pedestrians and vehicles and creates an alignment similar to a four-way intersection. If the church expands or traffic on and off the property increases in the future, traffic can be controlled by stop signs or conventional traffic controls. The approval of the encroachment and construction of the entrance would not preclude the future use of the City right-of-way to facilitate future open space connectivity.

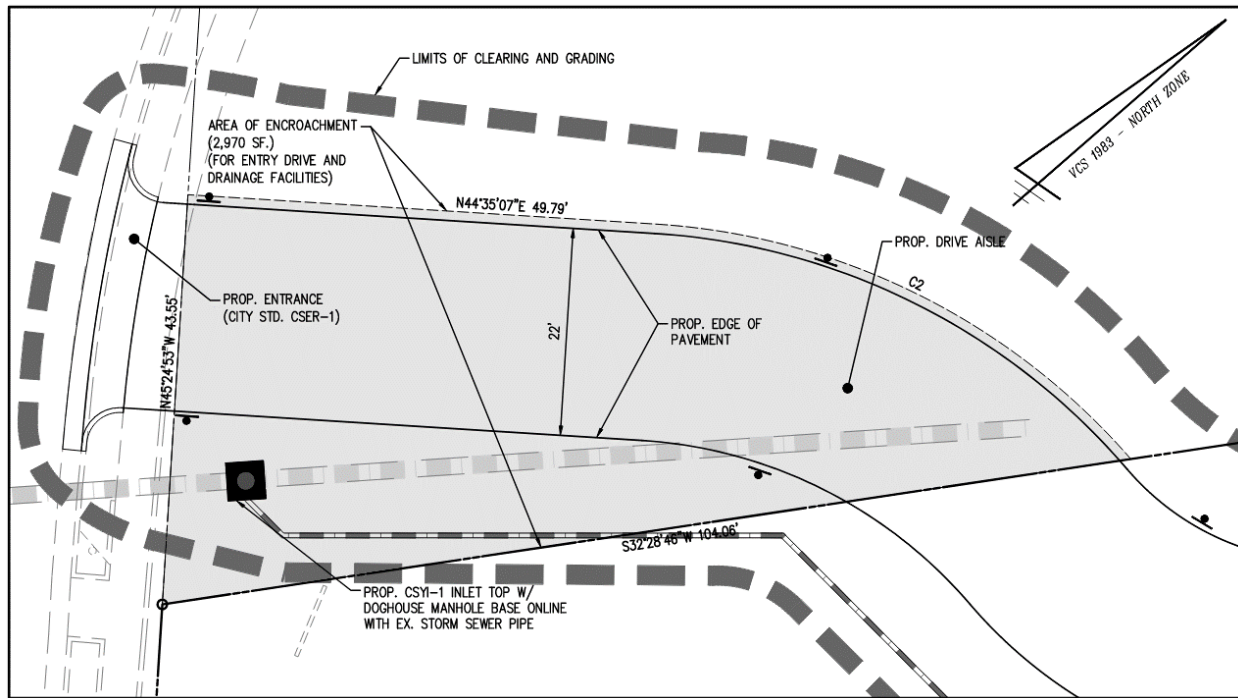


Figure 3: Area of Encroachment

E. Consistency with Other City Policies

As a Development Site Plan for a church, City policies regarding contributions toward public art and bike share do not apply. Consistent with the City's published application procedures, an affordable housing contribution is not anticipated.

Green Building

The applicant requests exemption from green building requirements for this project, citing the scale of the improvements as well as cost constraints for a project funded by congregation contributions. The Green Building Policy (2019) allows for flexibility on a case-by-case basis, taking into consideration project size, proposed use, and alternate green building practices incorporated into a project.

Staff supports the applicant's request for several reasons. The primary objective of the project is to improve ADA accessibility for the church, and no major improvements to the existing 1960's structure are planned at this time. Staff supports this request for flexibility and notes that the applicant has voluntarily featured several building materials and processes that are typically part of green building practice. These include LED lighting and low flow water fixtures in the new addition, and HVAC system upgrades that allow improved efficiency, control, air quality and thermal comfort throughout the building. Approximately 1,375 square feet of permeable pavement is proposed within the parking area closest to the building entrance, and "level 2" electric vehicle charging is also provided for two (2) parking spaces.

VI. COMMUNITY

Public notice procedures for Development Special Use Permits were performed, including an informational sign on the property when the application was filed and accepted. Notices to neighboring properties, and all other required notifications per the Zoning Ordinance were performed. The Federation of Civic Associations was informed of the application at its April monthly meeting. ACPS has also been notified of the project and provided with summary information. While community meetings, led by the applicant, are typically held for DSP/DSUP applications with a larger scope of work, in this case due to the project scale a full community meeting was not warranted.

VII. CONCLUSION

Staff recommends **approval** of the Development Site Plan, Encroachment and Section 9.06 case subject to compliance with City codes, ordinances, and the following Staff recommended conditions contained in Section VIII of this report.

Staff: Robert Kerns, AICP, Division Chief, Development, Planning and Zoning
Brian Dofflemyer, Division Chief, Development Services, T&ES
Maya Contreras, Principal Planner; Planning and Zoning
William T. Cook, Urban Planner, Planning and Zoning

VIII. STAFF RECOMMENDATIONS

1. The Final Site Plan shall be in substantial conformance with the Development Simplified Site Plan with P.E. Seal, dated March 11th, 2022, and comply with the following conditions of approval.

I. SITE PLAN

2. Per § 11-418 of the Zoning Ordinance, the development site plan shall expire and become null and void, unless the applicant commences substantial construction of the project within 36 months after initial approval, plus any extension per § 7 of Ordinance Number 5313 related to the COVID-19 emergency, 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. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of P&Z 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)
4. Submit two originals of the Maintenance Agreement with the City prior to Final Site Plan release for the maintenance of the proposed storm inlet in the right of way that will collect the runoff from the proposed improvements. Execute and record the agreement with the Land Records Division of Alexandria Circuit Court prior to Final Site Plan release. (T&ES) *
5. Submit the plats and associated deeds for all applicable easements prior to submitting the first Final Site Plan. The applicant must obtain approval of the plat(s) prior to or concurrent with Final Site Plan release. (P&Z) (T&ES) (RP&CA) *
 - a. Provide public easements to the satisfaction of the Directors of P&Z and T&ES.

- b. Emergency Vehicle Easement(s) (EVE) shall not be painted. When an EVE is shared with a pedestrian walkway or consists of grasscrete or a similar surface treatment, the EVE shall be defined in a manner that is compatible with the surrounding ground plane.
- 6. Record the plat and submit a copy of the recorded plat, dedications, and deeds with the first application for a building permit. (P&Z) (T&ES) **
- 7. Show site utilities compatibly 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.
- 8. Provide the following modifications to the Final Site Plan and any supporting drawings:
 - a. Correct the “Proposed” parking space total in the Zoning Tabulations table on sheet C-0101 so that it matches the “Parking Tabulation” total below on the same page (36 spaces).
- 9. Provide a georeferenced CAD file in **AutoCAD 2018**.dwg format of the dimension plan of this project. This information will be used to compile a master CAD reference to ensure all are correctly located and will connect. (P&Z) (DPI) (GIS) (T&ES) *

A. BUILDING

- 10. Provide a building code analysis with the se 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) *
- 11. Provide detailed drawings in realistic colors to permit evaluation of key building elements such as the building base, entrances, entry canopy, stoops, windows, balconies, railings, cornices, and other ornamental elements, and material details including the final detailing, finish, and color of these elements prior to Final Site Plan release. (P&Z) *

12. Provide a materials board that includes all proposed materials and finishes for review, to be approved prior to release of the Final Site Plan, and prior to ordering building materials. (P&Z) *

B. OPEN SPACE/LANDSCAPING

13. Provide material, finishes, and architectural details for all retaining, seat, decorative, and screen walls prior to Final Site Plan release. Indicate methods for grade transitions, handrails, directional changes, and above and below-grade conditions. Coordinate with adjacent site and building conditions. Design and construction of all walls shall be to the satisfaction of the Directors of P&Z, T&ES, and Code. (P&Z) (T&ES) (Code) *
14. In the event that a future playspace is planned, it can be reviewed as a minor site plan amendment. (P&Z)

C. TREE PROTECTION AND PRESERVATION

15. Implement the submitted Tree and Vegetation Protection Plan, shown as limited to the area of disturbance, per the City of Alexandria's Landscape Guidelines for approval prior to Final Site Plan release and implement the plan for the duration of construction. (P&Z) *

D. ARCHAEOLOGY

16. 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 Signature Set sheets involving any ground disturbing activities. (Archaeology) *
17. 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) *

E. PEDESTRIAN/STREETSCAPE

18. Provide the pedestrian improvements listed below to the satisfaction of the Directors of P&Z and T&ES. (P&Z) (T&ES)

- a. Construct all concrete sidewalks to City standards. The minimum unobstructed width of newly constructed sidewalks shall be consistent with existing sidewalks along the property frontage.
- b. Provide a flush sidewalk crossing at the proposed curb cut.
- c. Any newly constructed curb ramps shall be concrete with detectable warning and shall conform to current VDOT standards.

F. PARKING

19. All on-street parking controls and restrictions within the project area shall be determined by the City. Any such controls and restrictions which the applicant desires shall be shown on the Signature Set. (P&Z) (T&ES)
20. **CONDITION REMOVED BY PLANNING COMMISSION:** ~~Provide Level 2 electric vehicle chargers for at least two percent of the required parking spaces, rounded up to the next whole number parking space. (T&ES)~~
21. Update parking counts on the cover sheet to indicate the number of electric vehicle charger and electric vehicle charger ready parking spaces and show the location of these spaces prior to Final Site Plan release. (T&ES) *

II. TRANSPORTATION

A. STREETS/TRAFFIC

22. 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)
23. A pre-construction walk/survey of the site shall occur with Transportation and Environmental Services Construction & Inspection staff and Code Administration staff to document existing conditions prior to any land disturbing activities. (T&ES) (Code)
24. Provide full curb to curb restoration for any asphalt patches larger than 20 percent of the total asphalt surface, measured along the length of the road adjacent to the property frontage and/or extending to the centerline of the street prior to Performance Bond release. (T&ES) (Code)
25. Provide turning movement exhibit for typical vehicle backing out of new or relocated parking spaces within the parking lot. The turning movement exhibit shall be to the satisfaction of the Director of T&ES (T&ES)

26. Street names and addresses must be obtained for mail delivery (addressed per the front door) and for emergency services (addressed per street access) prior to Final Site Plan release. (P&Z) (T&ES) (GIS) *

B. ENCROACHMENT

27. The applicant (and his/her successors, if any) must obtain and maintain a policy of general liability insurance in the amounts listed below, with a company authorized to transact business in the Commonwealth of Virginia which will indemnify the applicant (and his/her successors, if any) and the City of Alexandria, as an additional named insured, against all claims, demands, suits, etc., and all costs related thereto, including attorney fees, relating to any bodily injury or property damage which may occur as a result of the granting of this encroachment. (Sec. 5-29(h)(1)). (T&ES)

- a. Bodily injury: \$1,000,000 each occurrence and \$1,000,000 aggregate.
- b. Property damage: \$1,000,000 each occurrence and \$1,000,000 aggregate.
- c. Submit the insurance certificate to:

City of Alexandria
T&ES
ATTN: TES Permits
301 King Street, Room 4130
Alexandria, VA 22314

28. Neither the City nor any Private utility company will be held responsible for damage to the private improvements in the public right-of-way during repair, maintenance or replacement of any utilities that may be located within the area of the proposed encroachment. (T&ES)
29. In the event the City shall, in the future, have need for the area of the proposed encroachment, the applicant shall remove any structure that encroached into the public right-of-way, within 60 days, upon notification by the City. (T&ES)
30. The applicant is responsible for replacement and repairs to adjacent public right-of-way, including any areas damaged during construction of the encroaching element. (T&ES)
31. Within the encroachment areas identified in the metes and bounds exhibit, no additional equipment or structures may be erected, and no existing equipment or structures shall be enlarged or intensified without prior approval of the Directors of P&Z and T&ES. No administrative changes may be made after approval of the encroachment ordinance. (P&Z)

32. The applicant shall bear all the cost associated with maintenance of the improvements within the encroachment and with any future removal of an infrastructure installed within the encroachments. (T&ES)
33. The encroachment ordinance shall be approved prior to Final Site Plan release. If the encroachment is not approved, an alternate design may be required. (T&ES) (P&Z) *
34. Prior to final encroachment exhibit, and prior to the recording of associated deed and exhibit: Encroachment exhibit must be on an 18x24 size sheet or smaller per VA state recording standards. Please prepare a new exhibit on the appropriate sheet size and ensure that the 'to scale' version is submitted for recordation (as opposed to reduced size or 'fit to page' plot that changes drawing scale). Note: final encroachment exhibit might not need the full extent as shown on the 'overall plan view' from the preliminary encroachment exhibit but needs to have sufficient 'ties' from existing property corners in order to clearly establish and retrace the encroachment area. (T&ES)
35. Prepare a metes and bounds description of the encroachment area (per ENC requirements) to be included with the material for the public hearing, and to be included with the recorded deed. Please submit all material for review prior to recording (and ideally, prior to the public hearing as well). (T&ES)

III. PUBLIC WORKS

A. SOLID WASTE

36. All trash collectors for the project site are required to take their collected trash to the Alexandria/Arlington waste-to-energy facility (T&ES)

IV. ENVIRONMENTAL

A. STORMWATER MANAGEMENT

37. 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) *

38. 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) *
39. 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) *
40. 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) *
41. Construction inspection checklists and associated photographic documentation must be completed for each stormwater best management practice (BMP) and detention facility during construction. Prior to the release of the performance bond, the applicant must 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. (T&ES) ****
42. The stormwater Best Management Practices (BMPs) required for this project shall be constructed and installed 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 Performance Bond release 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) ****
43. Surface-installed stormwater Best Management Practice (BMP) measures, i.e. Bio-Retention Filters, Vegetated Swales, etc. that are employed for this site, require installation of descriptive signage to the satisfaction of the Director of T&ES. (T&ES)

44. Submit two (2) originals of the stormwater quality BMP Maintenance Agreement, to include the BMP Schedule and Guidelines Addendum as part of the Final Site Plan #2. The agreement must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the Signature Set. (T&ES) *
45. The Applicant/Owner shall be responsible for installing and maintaining stormwater Best Management Practices (BMPs). The Applicant/Owner shall execute a maintenance service contract with a qualified private contractor for a minimum of three (3) 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) ****
46. Submit a copy of the Operation and Maintenance Manual to the T&ES Stormwater Management Division on digital media prior to release of the performance bond. (T&ES) ****
47. 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 stormwater 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) ****

B. WATERSHED, WETLANDS, & RPAs

48. The stormwater collection system is located within the Holmes Run watershed. All on-site stormwater 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)
49. Provide Environmental Site Assessment Notes that delineate, map, describe, and/or explain these environmental features (if located on site):
 - a. Individual components of the RPA as well as the total geographic extent of the RPA, to include the appropriate buffer, intermittent streams, and associated buffers,

- b. Highly erodible and highly permeable soils,
- c. Steep slopes greater than 15 percent in grade,
- d. Known areas of contamination; springs, seeps, or related features, and
- e. A listing of all wetlands permits required by law. (T&ES)

C. CONTAMINATED LAND

- 50. 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) *
- 51. 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:
 - a. Submit 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. Submit a Risk Assessment indicating any risks associated with the contamination.
 - c. Submit a Remediation Plan detailing how any contaminated soils and/or groundwater will be dealt with, 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. Submit a Health and Safety Plan with measures to be taken 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. The determination whether air monitoring is needed must be adequately addressed in the Health and Safety Plan submitted for review.
 - e. The applicant shall 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).

- f. Applicant shall submit three (3) electronic and two (2) hard copies of the above. The remediation plan must be included in the Final Site Plan. (T&ES) *
- 52. 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) *
- 53. 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)

D. AIR POLLUTION

- 54. Fugitive dust generation during the construction shall be kept to a minimum with proper dust suppression technique. (T&ES)

V. CONSTRUCTION MANAGEMENT

- 55. 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. ***
- 56. 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) *
- 57. 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) **
- 58. 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) **
- 59. 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) *
- 60. Conduct an in-person or virtual meeting to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction prior to commencing demolition, clearing,

and grading of the site. Notice all adjoining property owners, civic associations, and the Departments of P&Z and T&ES at least 14 calendar days before the meeting. Hold the meeting before any permits are issued. (P&Z) (T&ES) **

61. Hold an in-person or virtual pre-installation/construction meeting to review the scope of landscaping installation procedures and processes with the P&Z project planner prior to starting work. (P&Z) (Code)
62. 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) *, ***
63. Temporary construction and/or on-site sales 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) ***
64. Per Code of Ordinances Sec. 8-1-12, 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: (P&Z) **
 - 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.
65. 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) ***
66. If outstanding performance, completion, or other bonds for the benefit of the City are 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 and associated documents 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) *****

CITY DEPARTMENT CODE COMMENTS

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

A. Planning and Zoning (P&Z)

S - 1 Providing at least 1 bicycle parking spaces on-site would be complimentary of the City's goals to promote multi-modal transportation. (P&Z) (T&ES)

B. 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 Facilities shall be accessible for persons with disabilities per the current Virginia Uniform Statewide Building Code in effect when applying for building permit(s).

C - 3 Submit a soils report with the building permit application for all new and existing building structures. **

C - 4 Submit an abatement plan from a licensed Pest Control Company to prevent rodents from spreading from the construction site to the surrounding community and sewers to the Department of Code Administration prior to receiving a demolition or land disturbance permit. Code Administration Staff will conduct a pre-demolition site survey to verify that the abatement plan is consistent with the field installation. **

C - 5 Submit a wall location plat prepared by a land surveyor to the Department of Code Administration prior to any building framing inspection. **

C - 6 Per the application, the encroachment area is used for entry drive and drainage facilities. Ensure minimum required exits/exit discharges are maintained based on the existing occupant load and exit access travel distance. 2018 VCC §103.5, §1016, §1022 & 1028

C. Federal Environmental Reviews

F-1 Any project that is defined as a federal undertaking, in accordance with the National Historic Preservation Act of 1966 requires a § 106 review or other National Environmental

Policy Act (NEPA) review. Projects that require federal review, approval or permitting, or projects that include federal funding are generally considered a federal undertaking. Coordinate with the Virginia Department of Historic Resources or the appropriate federal or state agency to determine the requirements and process and consult with City Staff.

- a. Information on the § 106 process is at www.achp.gov or www.dhr.virginia.gov/environmental-review/
- b. Information on the NEPA process is at www.epa.gov

D. Archaeology

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

E. Transportation & Environmental Services (T&ES)

- F - 1. Prepare the Final Site Plan per the Memorandum to Industry 02-09 dated December 3, 2009, Design Guidelines for Site Plan Preparation, which is available at: <http://alexandriava.gov/uploadedFiles/tes/info/Memo%20to%20Industry%20No.%2002-09%20December%203,%202009.pdf> (T&ES) *
- F - 2. Show and label the sanitary and storm sewer and water line in plan and profile in the first Final Site Plan, cross referencing sheets if plan and profile cannot be on the same sheet. Provide existing and proposed grade elevations plus 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 - 3. 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 - 4. 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 - 5. 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 - 6. 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 - 7. 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 - 8. 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 - 9. Design any rip rap per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES) *, ****
- F - 10. 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 - 11. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES) *
- F - 12. Show all existing and proposed public and private utilities and easements on the Final Site Plan with a narrative. (T&ES) *

- F - 13. Provide a Maintenance of Traffic Plan with the Construction Management Plan prior to Final Site Plan release that replicates the existing vehicular, pedestrian, and bicycle routes as closely as practical. Maintain pedestrian and bike access adjacent to the site per Memo to Industry #04-18. (T&ES) *
- F - 14. Include these notes on all Maintenance of Traffic Plan Sheets (MOT): (T&ES)
- a. Include the statement: "FOR INFORMATION ONLY" on all MOT Sheets. *
 - b. No sidewalks can remain closed for the duration of the project. Temporary sidewalk closures are subject to separate approval from T&ES at the time of permit application.
 - c. Contractor shall apply for all necessary permits for uses of the City right-of-way and shall submit MOT Plans with the T&ES Application for final approval at that time.
- F - 15. Add complete streets tabulation to the cover sheet with the Final Site Plan submission. (T&ES) *
- F - 16. Parking for the residential and institutional uses shall match the Zoning Ordinance requirements in effect at approval by the City Council and/or Planning Commission. (P&Z) (T&ES) *
- C - 1 Complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site, per Article XI of the Zoning Ordinance. If the existing storm system is inadequate, design and build on-site or off-site improvements to discharge to an adequate outfall, even if post development stormwater flow from the site is less than pre-development flow. Demonstrate that a non-erosive stormwater outfall is present to the satisfaction of the Director of T&ES. (T&ES) *
- C - 2 Comply with the stormwater quality requirements and provide channel and flood protection per the Article XIII of the Zoning Ordinance. Meet the peak flow requirements of the Zoning Ordinance if the development proposes combined uncontrolled and controlled stormwater outfall. If the project site is within the Braddock-West watershed or a known flooding area, provide an additional 10 percent storage of the pre-development flows in the watershed to meet detention requirements. (T&ES) *
- C - 3 Design stormwater facilities that require analysis of pressure hydraulic systems, including but not limited to the design of flow control structures and stormwater flow conveyance systems according to Article XIII of the Zoning Ordinance, § 13-114(F), as signed and sealed by a professional engineer registered in Virginia. Include the adequate outfall, inlet, and hydraulic grade line analyses to the satisfaction of the Director of T&ES. Provide the references and/or sources used to complete these analyses. (T&ES) *
- C - 4 Provide additional improvements to adjust lighting levels if the site does not comply with § 13-1-3 of the City Code, to the satisfaction of the Director of T&ES to comply with the Code. (T&ES) *

- C - 5 The location of customer utility services and installing 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 per Title 5, Ch. 3, § 5-3-2 and § 5-3-3, respectively. The transformers, switch gears, and boxes shall be outside of the public right-of-way. (T&ES)
- a. All new customer utility services, extensions of existing customer utility services, and existing overhead customer utility services supplied by any existing overhead facilities must be installed underground below the surface of the ground unless exempted by City Code § 5-3-2, to the satisfaction of the Director of T&ES. *, ****
 - b. Install all new installation or relocation of poles, towers, wires, lines, cables, conduits, pipes, mains, and appurtenances used or intended to transmit or distribute any service (electric current, telephone, telegraph, cable television, traffic control, fire alarm, police communication, gas, water, steam, or petroleum) whether or not on streets, alleys, or other public places of the City must be installed underground or below the surface of bridges and elevated highways unless exempted by City Code § 5-3-3, to the satisfaction of the Director of T&ES. *, ****
- C - 6 Discharge flow from downspouts, foundation drains, and sump pumps to the storm sewer per the requirements of Memorandum to Industry 05-14. Pipe discharges from downspouts and sump pump to the storm sewer outfall, where applicable after treating for water quality per Article XIII of the Zoning Ordinance. (T&ES) *, ****
- C - 7 Provide a total turning radius of 25-feet and show turning movements of standard vehicles in the parking lot per the latest AASHTO vehicular guidance per the requirements of Title 4, Ch. 2, Article B, § 4-2-21, Appendix A, § A 106(6), Figure A 106.1 Minimum Standards for Emergency Vehicle Access to the satisfaction of the Directors of T&ES, Office of Building, and Fire Code Administration. (T&ES) *
- C - 8 Include a note on the Final Site Plan that mandates delivering 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. 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 - 9 Submit a Recycling Implementation Plan to the Solid Waste Division, as outlined in Article H of Title 5 prior to Final Site Plan release. The form is available at: <https://www.alexandriava.gov/ResourceRecovery> or contact the Resource Recovery Division at (703) 746-4410 or CommercialRecycling@alexandriava.gov. (T&ES) *
- C - 10 Post the bond for the public improvements before Final Site Plan release. (T&ES) *
- C - 11 Provide plans and profiles of utilities and roads in public easements and/or public right-of-way for review and approval prior to Final Site Plan release. (T&ES) *

- C - 12 Provide a phased erosion and sediment control plan consistent with the grading and construction plan prior to Final Site Plan release. (T&ES) *
- C - 13 Provide as-built sewer data with the final as-built process per the Memorandum to Industry, dated July 20, 2005 prior to release of the Performance Bond. Prepare initial site survey work and plans using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Reference the control points/benchmarks used to establish these coordinates. (T&ES) *****
- C - 14 Design the thickness of sub-base, base, and wearing course 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. Determine the values of California Bearing Ratios used in the design by field and/or laboratory tests. Using an alternate pavement section for Emergency Vehicle Easements to support H-20 loading designed using California Bearing Ratio determined through geotechnical investigation and using VDOT method (Vaswani Method) and standard material specifications is acceptable to the satisfaction of the Director of T&ES. (T&ES) *, *****
- C - 15 Provide all pedestrian, traffic, and wayfinding signage per the Manual of Uniform Traffic Control Devices, latest edition to the satisfaction of the Director of T&ES. (T&ES) *
- C - 16 Design all driveway entrances, curbing, etc. in or abutting public right-of-way per City standards. (T&ES) *
- C - 17 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
- C - 18 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 - 19 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:
- iv. Monday through Friday from 9 AM to 6 PM
 - v. Saturdays from 10 AM to 4 PM
 - vi. No pile driving is allowed Sundays and holidays
- b. § 11-5-109 restricts excavating work in the right-of-way to:
- vii. Monday through Saturday 7 AM to 5 PM

- viii. No excavation in the right-of-way allowed on Sundays, New Year's Day, Independence Day, Thanksgiving, and Christmas.

- C - 20 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 - 21 Comply with the City of Alexandria, Erosion, and Sediment Control Code, Title 5, Ch. 4. (T&ES) *
- C - 22 Obtain all necessary permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, and/or Virginia Marine Resources for all project construction and mitigation work prior to Final Site Plan release. This condition includes the state requirement for a state General VPDES Permit for Discharges of Stormwater from Construction Activities (general permit) and associated Stormwater Pollution Prevention Plan for land disturbing activities equal to or greater than one acre. Refer to the Memo to Industry 08-14: <http://alexandriava.gov/tes/info/default.aspx?id=3522>. (T&ES) *
- C - 23 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) *

F. AlexRenew Comments

- C - 1 Applicant to include the following notes on the DSP plans and the plans issued for construction:
- a. Contractor shall ensure all discharges are in accordance with City of Alexandria Code Title 5, Chapter 6, Article B.
 - b. Dewatering and other construction related discharge limits to the sewer system are regulated by AlexRenew Pretreatment. Contractor is required to contact AlexRenew's Pretreatment Coordinator at 703-549-3382.

G. Information Technology

- R - 1. Development cases should not use any addresses in their case name as existing site addresses may change during development. (GIS)

H. Fire Department

- C - 1 Show the location of Fire Department Connections (FDC) prior to Final Site Plan release.
(P&Z) (Code) *
- R - 1. Consider letting the Alexandria Fire Department use buildings that will be razed for training exercises. The Fire Department will formulate conditions of use between the parties and provide a hold harmless agreement to the owner or their representative.

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
- **** Condition must be fulfilled prior to release of the bond

**APPLICATION****DEVELOPMENT SITE PLAN**

DSP # _____

Project Name: Alexandria Free Methodist ChurchPROPERTY LOCATION: 4901, 4915 Polk AvenueTAX MAP REFERENCE: 039.01-02-35, 039.01-02-36ZONE: R-20**APPLICANT**Name: Trustees of Alexandria Free Methodist ChurchAddress: 4901 Polk Avenue, Alexandria Virginia**PROPERTY OWNER**Name: Trustees of Alexandria Free Methodist ChurchAddress: 4901 Polk Avenue, Alexandria VirginiaPROPOSED USE: No proposed use, enlargement of existing church use.

☐ **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.

Douglas Cross

Print Name of Applicant or Agent

4915 Polk Ave

Mailing/Street Address

Alexandria VA

City and State

22304

Zip Code

Signature

703-628-6023

Telephone #

XXX-XXX-XXXX

Fax #

crossdouglas1@gmail.com

Email address

Date 10/26/21**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: _____

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 three percent.

Alexandria Free Methodist Church
4915 Polk Ave.
Alexandria VA 22304
100%
The church is a 501c3 non-profit.

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. Alexandria Free Methodist	4915 Polk Ave., Alexandria VA 22304	100%
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 4915 Polk Ave., Alexandria VA 22304 (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. Alexandria Free Methodist	4915 Polk Ave., Alexandria VA 22304	100%
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. Alexandria Free Methodist Church	Owner	Douglas Cross
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

Date Printed Name Signature

10/19/21 Douglas Cross 

1. APPLICATIONS FOR DEVELOPMENT SITE PLAN. A Development Site Plan for new construction in the City of Alexandria is permitted in accordance with Section 11-400 of the Alexandria Zoning Ordinance. Such Development Site Plan must be approved by the Alexandria Planning Commission through a public hearing. If the project includes land subdivision, a subdivision application must also be filed. Sign the form, and include a daytime telephone number.

2. FILING DEADLINES AND REQUIRED PLANS. The Development Site Plan application form for City staff Completeness Review must be submitted to the Department of Planning and Zoning at least 75 calendar days prior to the Planning Commission public hearing date. Staff will evaluate the application materials for completeness and will notify the applicants of additional materials required to complete the application. A revised application form (if necessary) and revised preliminary Development Site Plan must be submitted to the Department of Planning and Zoning at least 60 calendar days prior to the Planning Commission public hearing date.

Plans submitted after 4:30p.m. will be marked as received on the following business day.

3. FILING FEE. See current fee schedule for fees.

4. PROPERTY OWNER NOTIFICATION. Applicants must send written notice to all abutting property owners. See detailed instructions on "Notice Requirements for Development Site Plans".

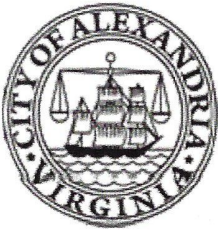
The applicant must send a notice of the Planning Commission (PC) meeting to all abutting property owners, by certified mail, at least 10 days and not more than 30 days prior to the PC meeting. The notice must state the date, time and place of the meeting. The applicant must supply to the Department of Planning and Zoning a copy of (1) the Certification of Notice, (2) the Notice of Meetings, (3) the List of Property Owners Notified, and (4) the Post Office Stamped 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, or at the office's web site:
www.realestate.alexandriava.gov.

6. 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 Planning Commission public hearing.

For assistance with any of these procedures,



APPLICATION

ENCROACHMENT

PROPERTY LOCATION: 4901, 4915 Polk Avenue
TAX MAP REFERENCE: 039.01-02-35, 039.01-02-36 **ZONE:** R-20
APPLICANT
Name: Trustees of Alexandria Free Methodist Church
Address: 4901 Polk Avenue, Alexandria Virginia
PROPERTY OWNER
Name: Trustees of Alexandria Free Methodist Church
Address: 4901 Polk Avenue, Alexandria Virginia
PROPOSED USE: Construction of site entrance and access drive through City-owned right-of-way.

INSURANCE CARRIER (copy attached) BROTHERHOOD MUTUAL **POLICY #** 0328971

A certificate of general liability insurance in the amount of \$1,000,000 which will indemnify the owner and names the city as an additional insured must be attached to this application.

- ☒ THE UNDERSIGNED hereby applies for an Encroachment Ordinance in accordance with the provisions of Section 8-1-16 and Sections 3-2-82 and 85 of the Code of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.
- ☒ 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 their knowledge and belief.

Douglas P. Cross
Print Name of Applicant or Agent
4901 Polk Ave
Mailing/Street Address
Alexandria VA 22304
City and State Zip Code

Douglas Cross
Signature
703-628-6023
Telephone # Fax #
crossdouglas1@gmail.com
Email address
3/29/2022
Date

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. Alexandria Free Methodist Church	4915 Polk Ave., Alexandria VA 22304	100%
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 4901, 4915 Polk Avenue (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. Alexandria Free Methodist Church	4915 Polk Ave., Alexandria VA 22304	100%
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 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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).**

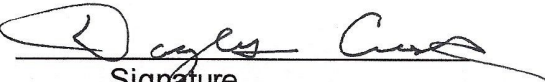
For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

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. Alexandria Free Methodist Church	Owner	Douglas Cross
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.

3/29/2022 Douglas P. Cross
Date Printed Name


Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NCG Insurance Agency 25 Greenway Drive SW Leesburg, VA 20175		CONTACT NAME: PHONE (A/C, No, Ext): (866) 565-4677 FAX (A/C, No): (877) 314-5382 E-MAIL ADDRESS: service@ncginsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Brotherhood Mutual Insurance Company	
		NAIC # 13528	
INSURED Alexandria Free Methodist Church 4901 Polk Ave Alexandria, VA 22304		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

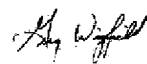
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		45M328971	06/14/2021	06/14/2022	EACH OCCURRENCE \$ 1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00						
	MED EXP (Any one person) \$ 5,000.00						
	PERSONAL & ADV INJURY \$ 1,000,000.00						
							GENERAL AGGREGATE \$ 5,000,000.00
							PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

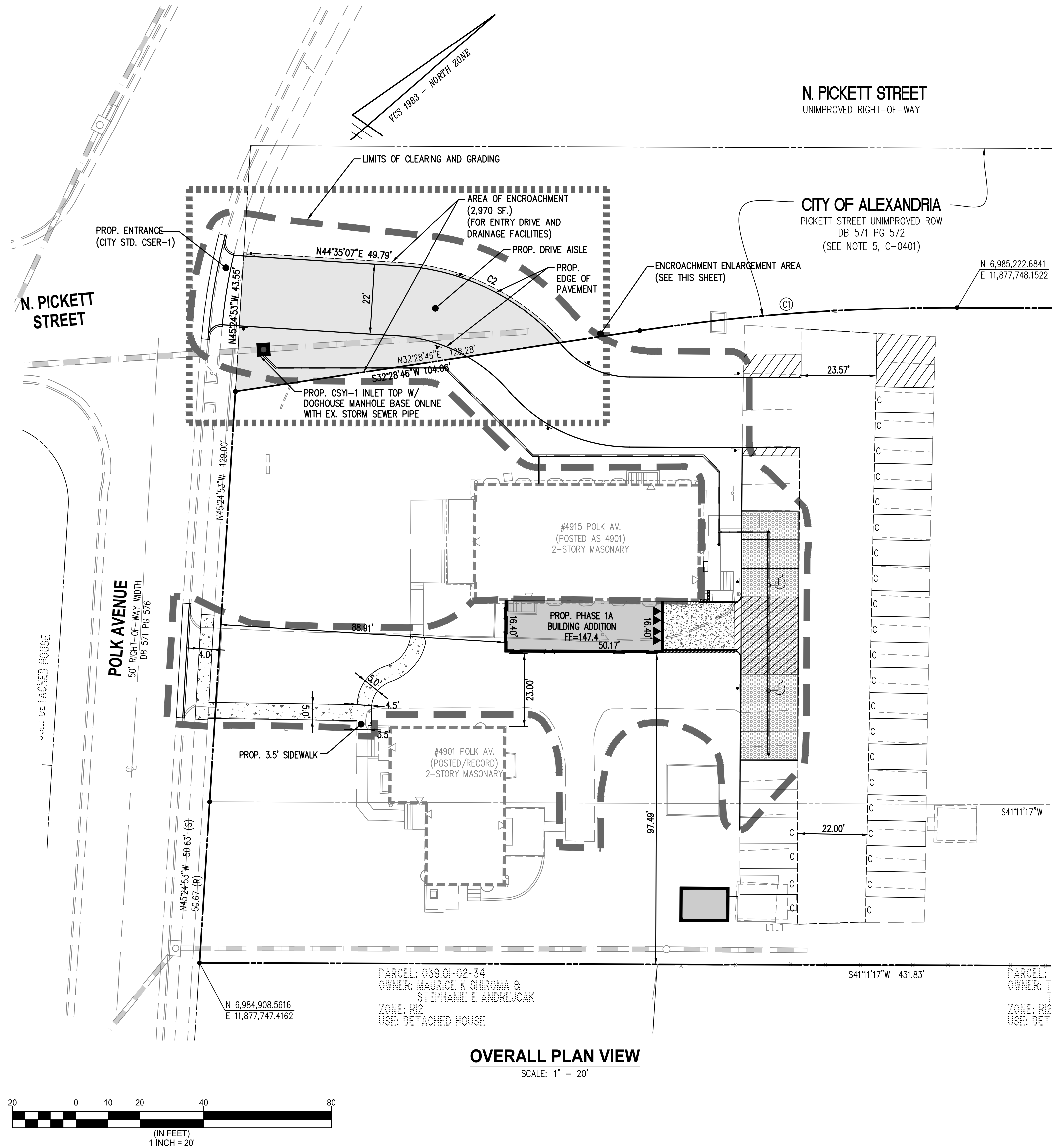
In accordance with the Additional Insureds provision endorsed to the policy in the Liability and Medical Coverage Form (BGL-11), City of Alexandria is named as additional insured on policy 45M328971 in relation to the construction project of a driveway on city own right of way.

CERTIFICATE HOLDER

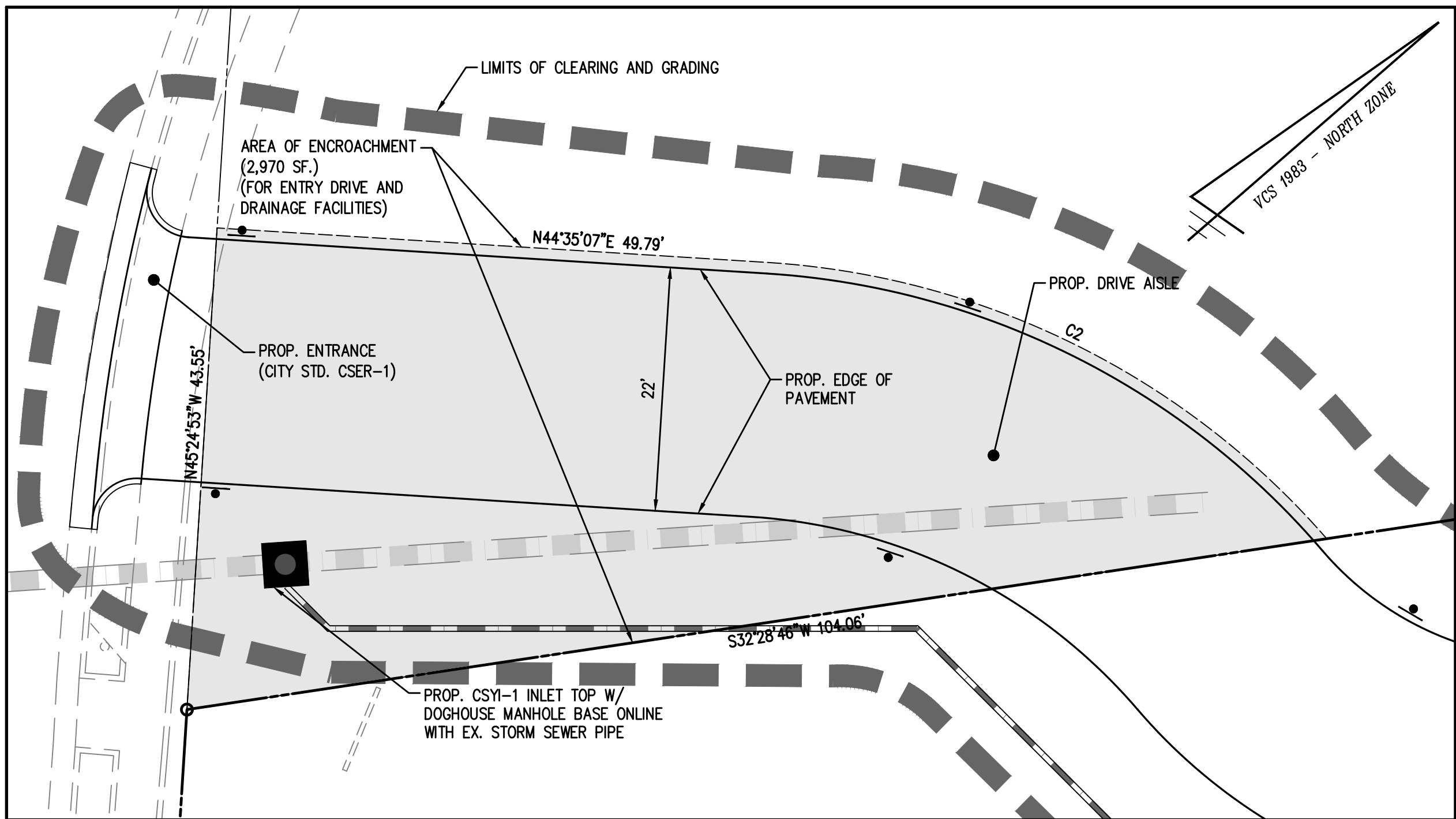
CANCELLATION

City of Alexandria 301 King Street Alexandria Va 22314	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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OVERALL PLAN VIEW
SCALE: 1" = 20'



ENLARGEMENT AREA
SCALE: 1" = 10'

CURVE TABLE						
CURVE	RADIUS	LENGTH	DELTA	TANGENT	CHORD	CHORD BEARING
C2	73.00'	57.82'	045°22'44"	30.52'	56.32'	N67°16'29"E

PROPOSED	DESCRIPTION	EXISTING
	CURB & GUTTER CG-2	
	TRANSITION FROM CG-6 TO CG-6R	
	SANITARY SEWER	
	SANITARY LATERAL	
	CLEAN OUT	
	STORM SEWER	
	WATER MAIN	
	FIRE HYDRANT	
	PLUG	
	OVERHEAD WIRES	
	UTILITY POLE	
	UNDERGROUND ELECTRIC	
	TELEPHONE	
	GAS MAIN	
	ELECTRICAL	
	TRANSFORMER	
	HANDICAP RAMP (CG-12)	
	GUARDRAIL	
	FENCE	
	TRAFFIC FLOW	
	LIGHT	
	DOOR	
	TREES	
	CONTOURS	
	SPOT ELEVATION	
	DRAINAGE FLOW DIRECTION	
	TOP OF CURB	
	BOTTOM OF CURB	
	TOP OF WALL	
	BOTTOM OF WALL	
	HIGH POINT	
	TEST PIT	
	LIMITS OF CLEARING AND GRADING	
	AREA OF ENCROACHMENT	

NOTES

- INFORMATION SHOWN ON THIS PLAN REFLECTS THAT PROVIDED WITH DSP 2021-00015.
- THIS EXHIBIT IS INTERNEED TO SUPPLEMENT AN ENCROACHMENT APPLICATION IN CONJUNCTION WITH DSP 2021-0095 AND IS NOT TO BE USED FOR CONSTRUCTION.

WALTER L. PHILLIPS INCORPORATED

ESTABLISHED 1945

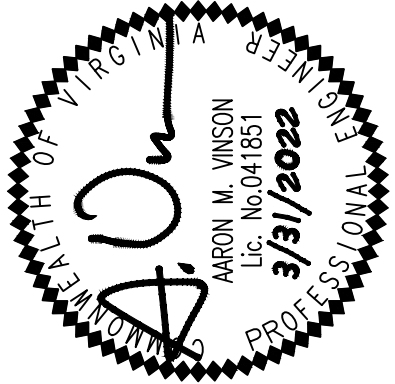
Engineers • Surveyors • Planners • Landscape Architects • Arborists

207 PARK AVENUE FALLS CHURCH, VIRGINIA 22046

(703) 532-6163 Fax (703) 533-1301 www.WLPINC.com

DATE: 3/31/2022

CHECKED: AV



REVISION		APPROVED BY	
NO.	DESCRIPTION	DATE	DATE

ALEXANDRIA

FREE METHODIST CHURCH

4901, 4915 POLK AVENUE

SIMPLIFIED SITE PLAN

CITY OF ALEXANDRIA, VIRGINIA

ENCROACHMENT EXHIBIT

APPROVED
SPECIAL USE PERMIT NO. 2021-00015
DEPARTMENT OF PLANNING & ZONING

DIRECTOR DATE
DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES
SITE PLAN No.

DIRECTOR DATE

CHAIRMAN, PLANNING COMMISSION DATE
DATE RECORDED

INSTRUMENT NO. DEED BOOK NO. PAGE NO.

Samantha Lockwood

From: Maya Contreras
Sent: Tuesday, May 3, 2022 2:38 PM
To: Nancy Williams; Samantha Lockwood
Cc: William Cook
Subject: Re: Docket Questions for 5/3 Meeting

Chair Macek, Vice-Chair McMahon and Commissioners,

In our briefings, staff mentioned there were ongoing discussions with a neighbor about the church expansion, specifically use of a portion of the unimproved City right-of-way for the driveway. Attached is an email from Mr. Jack Sharkey, the neighbor, who indicated his understanding that this project would not be moving forward in its current form. Staff did not receive any statements from the applicant, and yesterday, the project architect, Mark Yoo, confirmed the project was still moving forward.

Mr. Sharkey has met with staff and shared his concerns about the potential for a road connection between Polk Ave and Pickett St. While this connection was considered in the past, the possibility of a roadway was superseded when the Picketts Ridge development of four single family houses was approved (two with Pickett's Ridge DSUP#2002-0049 and two with DSUP#2003-0036).

Mr. Sharkey has also requested to purchase the remaining unimproved right-of-way with the intention of putting it into a conservancy. While staff is in the process of evaluating this request, initial indications are that we are unlikely to recommend support to sell the property. The City's Open Space Master Plan recommends a pedestrian trail connection between Polk St and W Braddock Rd, which, while unfunded and likely a long way off, would be a valuable future asset. When the Pickett's Ridge developments were approved, a 16' ROW reservation was made to ensure the possibility of this connection and staff discussed another section as part of DSUP#2021-10027 Seminary Road AHDC.

We appreciate Mr. Sharkey's concerns and continue to support the project as proposed.

Samantha Lockwood

From: Jack Sharkey <jjshark@comcast.net>
Sent: Tuesday, April 26, 2022 10:59 PM
To: Jack Sharkey
Subject: [EXTERNAL]Withdrawal by Pastor Cross to Use No. Pickett St for new Church Driveway

You don't often get email from jjshark@comcast.net. [Learn why this is important](#)

Pastor Douglas Cross visited me this evening (Tuesday) with the welcome news that the Alexandria Free Methodist Church is withdrawing its request to the City of Alexandria for use of No. Pickett St to build a new driveway as part of their overall plan to build an addition onto the church. The request to build the church addition remains before the City for approval.

I have for some time now been trying to arrange a meeting with the City to buy the No. Pickett St land above Polk Ave which ends at the South end of the Ant Hill Subdivision. My intent is to put the property into a Conservation Program to preclude any future use of the property for any purpose other than "Green" space.

To that end, I am having my first meeting with the Alexandria City Planning & Zoning Office tomorrow (Wednesday) at 11:00 a.m. I am looking forward to a positive response by the City to adding to the now limited "Green" space in the City and most importantly, a safer Polk Ave for all Polk Elementary School students, parents and employees.

Please wish me luck in my endeavor. I may call on you for any needed support. Thanking you in advance.

Have a terrific day!

Jack Sharkey
815 Rapidan Ct
Alexandria, VA 22304
703-915-1208

**DISCLAIMER: This message was sent from outside the City of Alexandria email system.
DO NOT CLICK any links or download attachments unless the contents are from a trusted source.**

Samantha Lockwood

From: Maya Contreras
Sent: Tuesday, May 3, 2022 4:59 PM
To: Nancy Williams; Samantha Lockwood
Cc: William Cook; Brian Dofflemyer
Subject: Fw: [EXTERNAL]Request to Purchase "N Pickett St Designated Only" City Street Property

Nancy and Samantha, one more item related to Docket Item #6 for Development Site Plan #2021-00015 and Encroachment #2022-00004

From: jjshark@comcast.net <jjshark@comcast.net>
Sent: Tuesday, May 3, 2022 4:50 PM
To: carterflemminng@gmail.com <carterflemminng@gmail.com>; boardclerk@acps.k12.va.us <boardclerk@acps.k12.va.us>; bsvcainfo@gmail.com <bsvcainfo@gmail.com>; crossdouglass1@gmail.com <crossdouglass1@gmail.com>; Maya Contreras <Maya.Contreras@alexandriava.gov>
Subject: [EXTERNAL]Request to Purchase "N Pickett St Designated Only" City Street Property

To Interested Polk Elementary School Parties:

I am very sorry to inform you at this late date in what I will call “a misunderstanding” that the Alexandria Free Methodist Church had withdrawn their request to use the “Designated Only” N. Pickett Street beside the church and North of Polk Ave for a Church use driveway. As evidenced below, the request is still proceeding with the Planning Commission hearing the Docket #6 at 7 p.m. this evening at City Hall.

As I have a request pending within the City to purchase the entire property that is N. Pickett St (Designated Only) to put into a Conservation Program to save a small “Green” space within the City and to hopefully prevent injury to our ever-growing population of Polk Elementary School children from opening-up a driveway closer to the school with an increased traffic and accident probability. As you all know, the traffic around the school in the afternoons is like a “bumper car” ride in a carnival. I have observed this traffic growth and student enlargement as well as new building construction for over 50 years now by living on Rapidan Ct, directly across from the Polk Elementary School front door. My children attended Polk and my wife also was a teacher for many years at Polk. I am also a registered Professional Engineer.

I am very hopeful that the decision tonight, after my objection before the Commission, will be to either reverse the staff’s recommended approval or to forward this application to the City Council meeting now scheduled for the 14th.

Below is my email to the City's Planning & Zoning Division last week regarding my objection to the proposed driveway and my intent to purchase the property and put it into a Conservation Program. I look forward to your support for overturn if this proposal is approved or goes to the City Council. Thank you in advance.

Have a terrific day!
Jack Sharkey
815 Rapidan Ct
Alexandria, VA 22304
703-915-1208

From: Maya Contreras <Maya.Contreras@alexandriava.gov>
Sent: Monday, May 2, 2022 5:11 PM
To: Jack Sharkey <jjshark@comcast.net>
Cc: William Cook <william.cook@alexandriava.gov>
Subject: Re: [EXTERNAL]Request to Purchase "Designated Only" City Street Property

Mr. Sharkey,

I wanted to share that the architect for the church, Mr. Mark Yoo, has informed us that the church is proceeding with their request at the Planning Commission tomorrow evening. If you would like to send a message to the Planning Commission or sign up to speak, that can be done here:

<https://www.alexandriava.gov/boards-and-commissions/basic-page/planning-commission>

Public comment can be done in person or by phone. The docket is available here:

https://legistar.granicus.com/alexandria/meetings/2022/5/2213_A_Planning_Commission_22-05-03_Docket.pdf

The church is Docket Item #6 and the associated case numbers are Development Site Plan #2021-00015 and Encroachment #2022-00004

As we discussed last week, staff's support of realignment of the church driveway and the encroachment request does not indicate support for a future road connection between Polk and Pickett Streets. If you have any questions or would like to discuss the case, I can be reached by email or phone at the numbers below.

Best regards,
Maya

Maya Contreras
Principal Planner, Development
Planning & Zoning
703.746,3816 office
703.407.0754 cell

From: Maya Contreras <Maya.Contreras@alexandriava.gov>
Sent: Thursday, April 28, 2022 10:38 AM
To: jjshark@comcast.net <jjshark@comcast.net>

Cc: Emily Baker <Emily.Baker@alexandriava.gov>

Subject: Re: [EXTERNAL]Request to Purchase "Designated Only" City Street Property

Mr. Sharkey,

It was a pleasure to meet with you. I will share your request with the associated City staff. If you have questions in the meantime, please feel free reach out.

Best regards,
Maya

Maya Contreras
Principal Planner, Development
City of Alexandria, Planning & Zoning
703.746.3816 office
703.407.0754 cell

From: jjshark@comcast.net <jjshark@comcast.net>

Sent: Wednesday, April 27, 2022 5:16 PM

To: Maya Contreras <Maya.Contreras@alexandriava.gov>

Cc: Emily Baker <Emily.Baker@alexandriava.gov>

Subject: [EXTERNAL]Request to Purchase "Designated Only" City Street Property

You don't often get email from jjshark@comcast.net. [Learn why this is important](#)

Ms. Contreras:

Thank you for meeting with me along with one of your colleagues this Wednesday morning regarding Subject request. My thanks also to Deputy City Manager Emily A. Baker for arranging this meeting to happen.

As we discussed, I have long considered requesting the purchase of the unimproved City property designated as N. Pickett St between Polk Ave and ends at the Southeast corner of 4812 Maury Lane, map number 030.03-06.13 (attached). My interest in purchasing this property is to put it into a Conservation Program so that it remains a beautiful "Green" area. It contains many seriously old trees that should never be destroyed. The City has too few "Green" spaces and this basically unusable property will add to the beautification of our wonderful City. Probably more importantly, by putting this property into a Conservation Program, it eliminates the future possibility of it becoming a finished partial street further increasing traffic in front of Polk Elementary School. Traffic today with the drop-off and pick-up of the school's students, along with the heavy use of the streets around the school for parking, is further compounded by the increased traffic generated at the East end of Polk Ave by the combined Ramsey & MacArthur Elementary Schools. It is a miracle that we have not had any children seriously injured with all the increased traffic.

Thank you again for bringing this "request to purchase" before the responsible parties in the City Government. If the need arises, I am confident that I will have the support of the Polk Elementary Parents Association as well as the Seminary Valley and Seminary Hill Civic Associations. I look forward to meeting with City personnel regarding the purchase of this designated property and putting it into the Conservation Program that the City so designates.

Have a terrific day!

Jack Sharkey
815 Rapidan Ct (Since 1971)
Alexandria, VA 22304
703-915-1208

Have a terrific day!
Jack

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