

***Development Special Use Permit #2021-10022***  
***Colvin Street Garage – 3120 Colvin Street***

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Applicant		General Data	
<b>Project Name:</b> Colvin Street Garage  <b>Location:</b> 3120 Colvin Street  <b>Applicant:</b> Khanh Nguyen	PC Hearing:	June 7, 2022	
	CC Hearing:	June 18, 2022	
	If approved, DSUP Expiration:	June 18, 2025	
	Plan Acreage:	0.34 acres (14,807 square feet)	
	Zone:	I/Industrial	
	Proposed Use:	General Auto Repair and Warehouse	
	Gross Floor Area:	14,262 square feet	
	Small Area Plan:	Taylor Run/Duke Street	
	Green Building:	Compliance with City’s 2019 Green Building Policy	
	<b>Purpose of Application</b>		
Consideration of a request for a Development Special Use Permit and site plan with modifications to construct a 2-story commercial building for general auto repair and warehouse, including a Special Use Permit to increase the Floor Area Ratio to 0.96.			
<b>Special Use Permits and Modifications Requested:</b>			
1. Development Special Use Permit and site plan. 2. Special Use permit to increase the Floor Area Ratio to 0.96. 3. Modification of the Landscape Guidelines to reduce the required number of street trees from 4 to 0 due to lack of right-of-way width.			
<b>Staff Recommendation: APPROVAL WITH CONDITIONS</b>			
<b>Staff Reviewers:</b> Robert Kerns, AICP; Development Division Chief <a href="mailto:robert.kerns@alexandriava.gov">robert.kerns@alexandriava.gov</a> Nathan Imm; Principal Planner <a href="mailto:nathan.imm@alexandriava.gov">nathan.imm@alexandriava.gov</a> Anna Franco; Urban Planner <a href="mailto:anna.franco@alexandriava.gov">anna.franco@alexandriava.gov</a>			
<b>PLANNING COMMISSION ACTION, JUNE 7, 2022:</b> On a motion by Vice Chair McMahon, seconded by Commissioner Lyle, the Planning Commission voted to recommend approval of Development Special Use Permit #2021-10022. The motion carried on a vote of 7-0.			

PROJECT LOCATION MAP



## I. SUMMARY

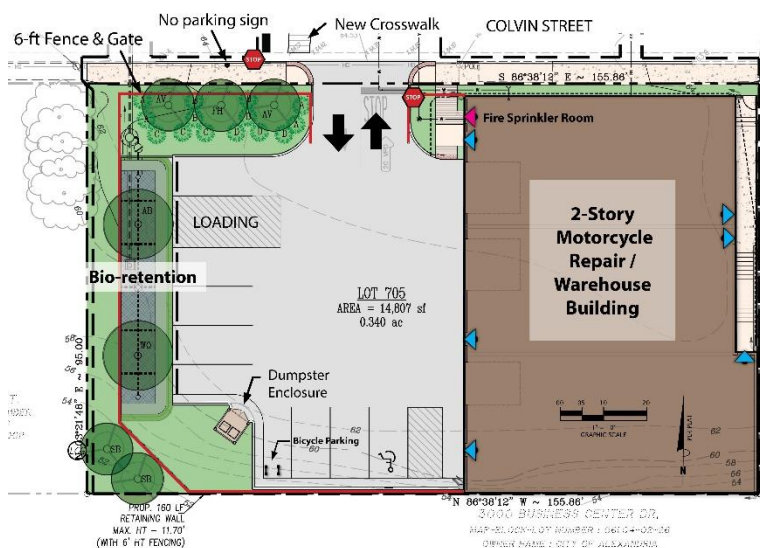
## Recommendation

Staff recommends approval of the request to construct a 2-story motorcycle repair and warehouse building, with surface parking, subject to compliance with the Zoning Ordinance and all applicable codes, adopted policies, master plan, and staff's recommendations. Staff finds the proposal is consistent with the City's goals and objectives and will provide benefits for the City and the surrounding community, including:

- Development of an underutilized property.
- Improved stormwater management through the construction of a bio-retention area with an overall 55% reduction in phosphorous loading.
- Reduced stormwater runoff with sheet flow to existing storm sewer instead of adjacent properties.
- Improvement of the adjacent pedestrian realm with ADA accessible ramps, a new crosswalk across Colvin Street, and re-stripping of a faded stop bar.
- A \$22,000 contribution to the Affordable Housing Trust Fund.
- A \$4,279 public art contribution.
- A \$10,000 contribution to the Urban Forestry Fund/Living Landscape Fund for deficient street trees.
- Compliance with the Green Building Policy.

## *Project Description*

The City has received an application from Khanh Nguyen to construct a motorcycle repair shop and warehouse for the use of online product sales, at 3120 Colvin Street, which currently contains a parking lot and temporary trailer. The Applicant proposes to construct a 14,262 gross square foot, 2-story building, including a partially excavated basement on the property. The first-floor proposes three



separate service bays and warehouse areas, each with their own separate entrance, while the second floor and partially excavated basement would include warehouse space. The building is oriented so that the first-floor service bays face an 8-space surface parking area with vehicle access from Colvin Street. The parking area includes one ADA accessible space and one loading space and is enclosed on three sides, including the Colvin Street frontage, by a 6-foot privacy fence. The fence includes a gate at the driveway entrance that would be operated by the Applicant.

At the rear (south side) of the property, the Applicant is proposing an approximate 10-foot-high retaining wall due to the significant grade change at the rear of the property. Stormwater management is being met through a bioretention area along the west side of the surface parking area and canopy coverage is being met through the proposal of seven trees and other landscaping, consistent with the Landscape guidelines.

Public improvements include the addition of two ADA accessible ramps at the proposed private driveway entrance and stripping of a new crosswalk from the northwest corner of Colvin Street and Sweeley Street to the sidewalk on the south side of Colvin Street. The Applicant also proposes to restripe an existing and faded stop bar on Colvin Street.

## **II. BACKGROUND**

### ***A. Site History & Context***

#### **Site History**

The western portion of the property was zoned I-2 and the eastern portion of the property zoned I-1 since the adoption of the Third Revised Zoning Map of 1951. The property has since been rezoned I/Industrial since the adoption of the 1992 Zoning Ordinance.

City Council approved SUP #2047 in November 1987 for an automobile impound lot for up to 66 vehicles and a temporary office trailer on the subject site. The same uses were approved by City Council through SUP #2047C in July 1994. The lot was subsequently used for automobile storage for up to 20 vehicles for several years until City Council approved SUP #2014-0112 in January 2015 for an automobile sales business at 3120 and 3131 Colvin Street. Vehicle inventory was displayed at the subject site and the office was at 3131 Colvin Street, within 500 feet of the sales lot. In September 2016, City Council approved a SUP #2016-0042 for an automobile sales business and temporary trailer at the subject property.

In May 2015, the property owner and current Applicant submitted Concept I plans as DSUP #2015-0011 to the Planning & Zoning Development division for the construction of a two-story building designed for automobile, office, and warehouse uses. Due to long delays between plan submissions, the Planning & Zoning Department has issued the new DSUP case number of DSUP #2021-10022 to continue processing this case.

#### **Site Context**

The subject site is a rectangular, one lot of record and has 156 feet of frontage on Colvin Street, 97 feet of depth, and a total lot area of approximately 14,807 square feet. The property is located at the geographical high point of the Colvin Street corridor, with the street slopes cascading downward from either side of the Colvin Street/Sweeley Street intersection. The topography of the property is generally flat but with a steep downward slope at the southwest portion of the property and a slope steeper than 2:1 along the southern property line, requiring the construction of a retaining wall with this application. The property is currently occupied by an informal gravel parking lot, temporary trailer, a chain link perimeter fence, and existing trees. A building does not exist on the site.

The Colvin Street corridor includes a unique mix of light industrial, warehouse, and retail uses. Neighboring properties include the Alexandria Transit Company (or DASH) headquarters located directly south of the property, an auto service business directly east, a roofing company to the west, and a CVS and auto repair business across Colvin Street to the north.

### III. ZONING

Table 1: Zoning Information		
<b>Property Address:</b>	3120 Colvin Street	
<b>Total Site Area:</b>	0.34 acres (14,807 square feet)	
<b>Gross Square Feet:</b>	Proposed: 14,262 square feet	
<b>Net Square Feet:</b>	Proposed: 10,086 square feet	
<b>Zone:</b>	I/Industrial	
<b>Current Use:</b>	Trailer and parking lot	
<b>Proposed Use:</b>	Motorcycle Repair (General Auto Repair) <sup>1</sup> and Warehouse	
	Permitted/Required	Proposed
<b>Maximum FAR</b>	0.85 FAR (FAR may be increased up to 1.25 with a SUP) <sup>2</sup>	0.96 FAR <sup>2</sup>
<b>Maximum Height:</b>	50 feet	32.83 feet
<b>Minimum Open Space:</b>	None required	19.3%, 2,855 square feet
<b>Minimum Setbacks:</b>	No requirement	East: 0.46' West: 87.40' North: 2.83' South: 0.17'
<b>Zone Transition Setback:</b>	N/A	N/A
<b>Parking:</b>	Minimum: 7 spaces <sup>3</sup> Maximum: None	Total: 8 spaces
<b>Minimum Loading Spaces:</b>	1 space	1 space
<b>Minimum Crown Coverage:</b>	25% of property	25% of property
<b>Minimum Street Trees:</b>	1 tree per every 30 linear feet of frontage, or 4 trees	None, due to lack of right-of-way width. Applicant will pay fee in-lieu <sup>4</sup>
<b>Minimum Parking Lot Islands:</b>	None required	No islands
<sup>1</sup> The Applicant is requesting a Special Use Permit for General Auto Repair per Section 4-1203(H).		
<sup>2</sup> The Applicant is requesting a Special Use Permit to increase the maximum permitted floor area ratio (FAR) from 0.85 to 0.96 as permitted per Section 4-1205(B), which allows an increase of up to 1.25 FAR with a special use permit.		
<sup>3</sup> See the parking section of this report for more detail.		
<sup>4</sup> The Applicant is requesting a modification of the Landscape Guidelines to reduce the required number of street trees from 4 to 0 due to lack of right-of-way width.		



## **IV. STAFF ANALYSIS**

### ***A. Conformance to the City Master Plan***

The property is located within the Taylor Run / Duke Street Small Area Plan, which was adopted by City Council in 1992 and last amended in 2008. The goals of the Taylor Run/Duke Street Plan are to preserve existing residential areas and uses; to support a combination of coordinated, low scale retail, personal service oriented and low scale office development along Duke Street; to designate key sites for future industrial development; and to maintain Duke Street as a major east/west arterial connector through the City. While this plan does not specifically focus on development at the subject site, it does encourage the development of industrial and heavy commercial uses along Colvin Street. Staff finds the Applicant's proposal consistent with the objectives of the Taylor Run / Duke Street Small Area Plan.

### ***B. Consistency with City Plans and Policies***

#### **Green Building Policy**

The Applicant will comply with the 2019 Green Building Policy, which requires new development to be certified as LEED Silver (or equivalent) for the entire project. The policy also requires that the Applicant achieve specific "performance points" in addition to the LEED Silver-level certification. The Applicant has agreed to achieve the performance points related to energy use reduction, water efficiency and indoor environmental quality as outlined in the policy. The Applicant submitted a narrative with the DSUP application and will coordinate with the City on achieving compliance with the policy and identifying any equivalencies in seeking the performance points during Final Site Plan.

Further, staff has included condition #26, which requires the Applicant to provide the necessary conduit and electrical panels to enable future solar panel installation.

#### **Public Art Policy**

In December 2014, the City Council adopted the Public Art Policy which established a monetary contribution requirement from development projects to go towards public art. The contribution can be used for public art on the site or a contribution to further the City's public arts efforts in the neighborhood. The Applicant has agreed to provide a public art contribution of approximately \$4,279, or \$0.30 per gross square foot of development, for future public art within the general vicinity of the site.

#### **Affordable Housing**

The Applicant has agreed to provide a voluntary monetary contribution of \$22,593 to the Housing Trust Fund. This contribution is consistent with the "Developer Housing Contribution Work Group Report" accepted by the Alexandria City Council on December 14, 2013 (and adjusted to 2022 dollars) and supports the implementation of the City's Housing Master Plan goals. The contribution payments will be due at the time of issuance of the first Certificate of Occupancy for each building.

### ***C. Building Architecture***

The proposed building is two stories in height with a basement that is exposed at the rear of the property due to the steep change of grade. The building is designed to orient the three motor vehicle service bays westward towards the parking lot area. The first-floor includes three service bays with three overhead garage doors composed of gray steel and three separate entrance doors composed mainly of glass. Entrances are also located on the east façade, including one at grade entrance to the first floor, and one below grade entrance to the partially excavated basement, accessible via an exterior staircase.



*Figure 2: View of north and west building façade from Colvin Street.*



*Figure 3: View of north and east building façade from Colvin Street.*

The building is mainly composed of brick veneer and CMU block with windows and the higher-quality brick veneer concentrated on the west and north public facing facades. Staff worked with the Applicant to ensure the building depicted an attractive north building façade, since the north façade may also be visible from Duke Street, via Sweeley Street. The CMU block material is partial located on the eastern façade where the subject building is directly adjacent to the auto repair building at 3110 Colvin Street and not visible from the street. The south building façade also uses CMU block since it's not visible from the public realm.

### ***D. Parking & Transportation***

#### **Parking & Loading**

The subject property is located within the Enhanced Transit Area and is subject to the parking standards of Zoning Ordinance Section 8-200(A). The minimum required parking for the office and workshop uses on the property is 1 space/1,000 gross square feet (GSF) and the minimum required parking for warehouse is 1 space/5,000 GSF for a total of seven minimum required parking spaces. The Applicant is proposing a total number of eight parking spaces, including one ADA parking space. Please see a summary of parking in Table 2 on the next page.

<b>Table 2: Parking Summary</b>				
<b>Level</b>	<b>GSF</b>	<b>OFFICE</b>	<b>WORKSHOP</b>	<b>WAREHOUSE</b>
Level 1	5,959	312	1,470	4,177
Level 2	5,959	None		5,959
Basement	2,344	None		2,344
Parking Required		1 spaces/400 SF	1 spaces/400 SF	1 space/5,000 sf
Required Space		0.78	3.68	2.49
<b>Total Parking Required: 7 spaces (6.95 spaces)</b>				
<b>Total Parking Provided: 8 spaces (including 1 ADA space)</b>				

The Applicant is providing one loading space in the parking area to meeting the requirements of Zoning Ordinance Section 8-200(B), which requires one loading spaces for each 20,000 square feet of floor area used for storage, warehouse, and other similar uses.

### **Site Circulation & Traffic Impacts**

Vehicle access to the property is provided by a gated, private driveway on Colvin Street, with the western side of the driveway aligned with the northwest corner of the Colvin/Sweeley Street intersection. The 3-way Colvin/Sweeley Street intersection is currently stopped sign controlled and the Applicant will be adding a stop bar and stop sign for vehicles exiting the property; essentially creating a 4-way stop sign-controlled intersection. The Applicant will also restripe one of the existing and faded stop bars at the Colvin Street/Sweeley Street stop-sign controlled intersection.

The Applicant also proposes to install a “no parking” sign along the Colvin Street sidewalk to prohibit vehicles parking in front of the existing Colvin Street stop sign and the private driveway entrance. The development proposal will generate about 20 vehicle trips per day and should have a minimal impact on local traffic.

### **Pedestrian & Bicycle Improvements**

The Applicant is proposing to enhance the public realm with the addition of two ADA accessible ramps at the proposed private driveway entrance and stripping of a new crosswalk from the sidewalk on the south side of Colvin Street to the northwest corner of Colvin Street and Sweeley Street, which would connect to the existing curb ramp. Per the city’s bicycle requirements, the Applicant will be providing two bike racks (for a total of four bike parking spaces) at the rear of the parking area.

### ***E. Stormwater Management***

The Applicant is proposing a bioretention area along the west side of the parking area. The bio-retention area along with the other improvements to the property will result in an overall 55% reduction in phosphorous loading. There will be a small increase in impervious area, but the bio-retention area will provide a reduction in runoff leaving the site. In addition, the site will no longer be sheet flowing onto the DASH property to the south. Instead, the runoff will be routed into the existing storm sewer system.



## ***F. Special Use Permits***

The Applicant is requesting a Special Use Permit to increase the maximum permitted floor area ratio (FAR) from 0.85 to 0.96 as permitted by Section 4-1205(B), which allows an increase of up to 1.25 FAR with a Special Use Permit. Section 11-500 of the Zoning Ordinance gives authority to the City Council to approve Special Use Permits (SUPs) requires that the approval of the SUP associated with the development application:

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

### **Special Use Permit to Increase Floor Area Ratio**

The proposed building includes 14,262 GSF with a total FAR of 0.96, which is just 1,676 GSF more than the maximum 0.85 FAR allowed by the I/Industrial Zone without a Special Use Permit. With a Special Use Permit, the I/Industrial zone allows an increase of up to 1.25 FAR. Staff is supportive of the Special Use Permit for the reasons listed below.

1. *The increase in FAR will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.*

The increased FAR will have little impact on the health and safety of persons residing or working in the neighborhood. With this development, the Applicant proposes to improve pedestrian and vehicular safety at the Colvin/Sweeley Street intersection with the painting of a new crosswalk across Colvin Street, repainting of an existing and faded stop bar, installation of a sign prohibiting vehicular parking near the existing stop sign, and installation of ADA accessible ramps at the proposed driveway entrance. The development will also create minimal vehicle trips with an estimate of 20 vehicles per day.

2. *The increase in FAR will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.*

The increase in FAR will not be detrimental to the public welfare or injurious to property as the proposed FAR of 0.96 is consistent with or even less than the FAR allowed for other properties zoned I/Industrial and located on Colvin Street. According to a preliminary analysis, there are at least five other properties on Colvin Street that exceed a 0.85 FAR.

While the proposed building is located near the existing auto repair business at 3110 Colvin Street, the adjacent building does not have any windows facing the subject property and therefore the proximity of the Applicant's building should not negatively impact access to light and air.

3. *The increase in FAR will substantially conform to the master plan of the city.*

The proposed increase in FAR is consistent with the Taylor Run / Duke Street Small Area Plan which supports the development of industrial and heavy commercial uses along Colvin Street.

### ***G. Site Plan Modifications***

As part of this request, the Applicant is requesting modification of the minimum requirement of one street tree per 30' feet of frontage per Zoning Ordinance §11-410(CC). Pursuant to Section 11-416 of the Zoning Ordinance, the Planning Commission may approve modifications if they determine that such modifications:

1. Are necessary or desirable to good site development;
2. That specific and identified features of the site design make up for those impacts otherwise protected by the regulations for which the modification is sought; and
3. That such modification would not be detrimental to neighboring property or to the public health, safety and welfare.

### **Minimum Street Tree Requirement**

Per Section 11-410(CC), the Applicant is required to provide landscaping as specified in the City's Landscape Guidelines, which states that one-street tree is required for every thirty (30) linear feet of right-of-way or lot frontage. According to this formula and excluding the width of the driveway, the Applicant is required to provide four street trees along the Colvin Street frontage. However, due to limited right-of-way width, the Applicant is unable to locate street trees in the public right-of-way without negatively impacting the existing Colvin Street cross section.

The Applicant has therefore provided three trees on the subject property lining the sidewalk along the Colvin Street frontage, which in addition to the four other trees on the property meets the canopy coverage requirement for the property. Staff supports the requested modification as the on-site trees will have the appearance of street trees and are required to be maintained by the Applicant. Additionally, the Applicant will pay a fee in lieu to the City's Department of Recreation, Parks, and Cultural Activities (RPCA) Urban Forestry Fund/Living Landscape Fund of \$2,500 per street tree deficient from meeting the required number of street trees, for a total of \$10,000 (for four street trees). This will provide the City with funds to provide trees in other areas of the City.

1. *The modification is necessary or desirable to good site development:*  
The modification of the street tree requirement is necessary for good site development because planting street trees along the Colvin Street would require the existing sidewalk along the south side of Colvin Street to jog twice in front of the subject property to accommodate street trees in the right-of-way. Creating jogs in the sidewalk is undesirable because it could negatively impact pedestrian and bicycle traffic.
2. *That specific and identified features of the site design make up for those impacts otherwise protected by the regulations for which the modification is sought:*  
In absence of the required street trees, the Applicant is providing three (3) new shade trees on their property, along the Colvin Street frontage. These trees would provide greenery along the frontage that would otherwise be provided by street trees and will be maintained by the property owner.

3. *That such modification would not be detrimental to neighboring property or to the public health, safety and welfare:*

The modification of the street tree requirement will not be detrimental to the public health, safety, and welfare. Conversely, an attempt to install street trees in the narrow right-of-way width would impair the ability of pedestrians and bicyclists to properly use the sidewalk.

## **V. COMMUNITY**

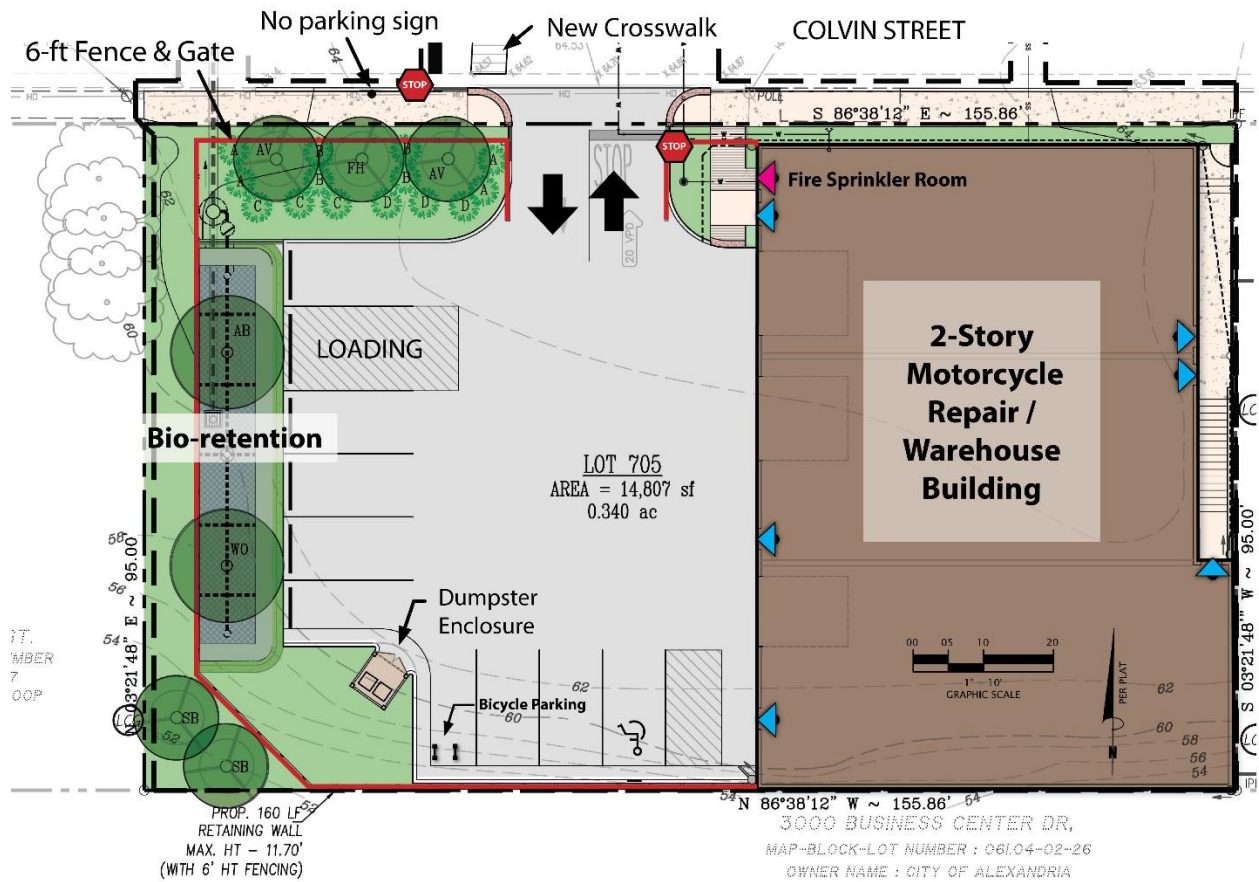
The Applicant virtually presented the development plan to the Clover Park Citizens Association on September 24, 2020, and to the Seminary Hill Civic Association on October 8, 2020. The community organizations were generally supportive of the plan proposal, which has largely remained unchanged since these outreach meetings in 2020. Staff has not received any additional public feedback regarding the Applicant's proposal since the Fall 2020 meetings.

## **VI. CONCLUSION**

Staff recommends approval of the Development Site Plan and modifications and associated Special Use Permit subject to compliance with all applicable codes and the following Staff recommendations.

VII. GRAPHICS

A. Illustrative Site Plan



**B. Renderings**



*View of north and west building façade from Colvin Street*



*View of north and east building façade from Colvin Street.*





*View of the south building façade.*



*View of the south building façade.*

## **VIII. STAFF RECOMMENDATIONS**

1. The Final Site Plan shall conform substantially with the preliminary civil plans stamped on February 12, 2022, by Farhang Mojgani, the architectural plans dated October 28, 2021, and the updated architectural elevations and renderings submitted to the city on March 25, 2022, and comply with the following conditions of approval.

### **I. SITE PLAN**

2. Per § 11-418 of the Zoning Ordinance, the development special use permit shall expire and become null and void, unless the applicant commences substantial construction of the project within 36 months after initial approval (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. 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.
4. Provide a lighting plan with the Final Site Plan, unless otherwise identified below, to verify that lighting meets City standards. The plan shall be to the satisfaction of the Directors of P&Z and T&ES in consultation with the Chief of Police and Code administration shall include: (P&Z) (T&ES) (Code) \*
  - a. The location of all existing and proposed streetlights and site lights, shading back less relevant information.
  - b. A lighting schedule that identifies each type and number of all fixtures, mounting height, and strength of fixture in Lumens or Watts.
  - c. A photometric plan with lighting calculations encompassing all existing and proposed streetlights and site light fixtures, including any existing streetlights located on the opposite side(s) of all adjacent streets. Photometric calculations must extend from proposed building face(s) to property line and from property line to the opposite side(s) of all adjacent streets and/or 20 feet beyond the property line on all adjacent properties and rights-of-way.
  - d. Manufacturer's specifications and details for all proposed fixtures including site, landscape, pedestrian, sign(s), and security lighting.

- e. The numeric summary for various areas (i.e., roadway, walkway/sidewalk, alley, and parking lot, etc.) in the proposed development.
  - f. Full cut-off lighting as applicable to prevent light spill onto adjacent properties. Provide a plan distinguishing between the site with all streetlights and other pertinent off-site lighting and the site without streetlights and off-site lighting to demonstrate how the plan complies with light spill regulations.
  - g. Additional lighting to achieve City standards if existing lighting within the City right-of-way adjacent to the site does not meet the minimum standards.
  - h. All site lights designed to meet City of Alexandria photometric standards shall have photovoltaic switches.
  - i. The location of conduit routing between site lighting fixtures to avoid conflicts with street trees.
  - j. Details indicating proposed light pole and footings relative to the adjacent grade and pavement. All light pole foundations shall be concealed from view or light poles shall be direct bury.
  - k. Light-colored concrete (painted or dyed) for walls and ceilings in all garages to increase reflectivity and improve night lighting levels. \*\*
  - l. Light fixtures for the open canopies shall be recessed into the ceiling for any areas visible from the public right-of-way. \*\*
5. Provide a georeferenced CAD file in **AutoCAD 2018**.dwg format that adheres to the National CAD Standards prior to Final Site Plan release. The file shall have the dimension plan including existing conditions, proposed conditions, and grading elements. (P&Z) (DPI) (GIS) \*
6. Sheeting and shoring, support of excavation shall not extend beyond the property line, except when the applicant has obtained a written release or encroachment from adjacent property owners which has been reviewed prior to Final Site Plan release and recorded in the Land Records. (P&Z) (Code) \*

## **A. BUILDING**

7. Provide a building code analysis with these building code data prior to Final Site Plan release: (1) use group, (2) number of stories, (3) type of construction, (4) total floor area per floor, (5) height of structure, (6) non-separated or separated mixed use, and (7) fire protection system requirements. (P&Z) (Code) \*
8. The building design, including the appearance, color, and quality of materials; final detailing; three-dimensional expression; and depth of all plane changes, shall be consistent with the updated elevations submitted on March 25, 2022, and the following conditions. Provide this information regarding materials and design to the satisfaction of the Director of P&Z prior to Final Site Plan release: (P&Z) (Code) \*
- a. Manufacturer cut sheets for the proposed windows, including the following information:
    - i. Window sizes and types.

- ii. Window mullion dimensions and projection in front of face of glass.
    - iii. Window frame, sash, and mullion materials.
  - b. Where plane changes in facades are proposed, they shall generally not be less than two feet.
- 9. Provide detailed drawings in realistic colors to permit evaluation of key building elements such as the building base, entrances, entry canopy, stoops, windows, 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) \*
- a. All structures must remain within the property (e.g., railing, and canopies), unless permitted under the City of Alexandria Code or an encroachment has been obtained.
- 10. Provide the items listed below to allow Staff to review the materials, finishes, and architectural details. These materials shall conform substantially to the preliminary plan and the current *Guidelines for Preparation of Mock-Up Panels*, Memo to Industry effective at application submission.
  - a. Prior to ordering final building materials, provide a materials board that includes all proposed materials and finishes at first Final Site Plan. The materials board shall remain with P&Z until the issuance of the final Certificate of Occupancy, when Staff will return all samples to the applicant. (P&Z) \*, \*\*\*
  - b. Staff may request more detailed/extensive materials relating to the proposed fenestration, such as samples of the glazing, frame, and sash components, and including whether the windows will be double-or-triple glazed and have simulated divided lights. \*
  - c. Drawings of mock-up panel(s) that depict all proposed materials, finishes, and relationships as part of the first Final Site Plan. \*
  - d. An on-site, mock-up panel using the approved materials, finishes, and relationships shall be constructed for Staff review and approval. Per VCC108.2 concrete or masonry mock-up panels exceeding 6-ft. require a building permit. The panel(s) shall be constructed and approved prior to vertical (above-grade) construction and before ordering building materials. Locate the panel so that it receives sunlight from the same predominant direction as will the finished structure. \*\*
  - e. The mock-up panel shall remain on-site, in the same location, and visible from the right-of-way without entering the site throughout construction until the issuance of the first Certificate of Occupancy. (P&Z) (Code) \*\*\* -

## **B. OPEN SPACE/LANDSCAPING**

- 11. Provide these modifications to the landscape plan and supporting drawings with the Final Site Plan: (P&Z) \*
  - a. Provide a fence detail for all proposed fencing on the property with the first Final Site Plan submission. The fence should be similar in appearance to the

fence shown on the updated architectural elevations and renderings submitted to the city on March 25, 2022.

- b. Label the location of the 6-foot fencing on the Landscape Plan with the first Final Site Plan submission.
- 12. 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) \*

### **C. TREE PROTECTION AND PRESERVATION**

- 13. Provide a Tree and Vegetation Protection Plan 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) (RP&CA) \*

### **D. ARCHAEOLOGY**

- 14. Complete all archaeological field work prior to Final Site Plan release, Grading Plan, and any other permits involving ground disturbing activities (e.g., coring, grading, filling, vegetation removal, undergrounding utilities, pile driving, landscaping, and other excavations as defined in § 2-151 of the Zoning Ordinance) subject to the approval of the City Archaeologist. The City Archaeologist may approve ongoing work subject to an Archaeological Evaluation Plan and Resource Management Plan to recover significant resources before or in concert with ground disturbing activities. (Archaeology) \*
- 15. Call Alexandria Archaeology at (703) 746-4399 two weeks before starting any ground disturbance to arrange an inspection or monitoring. The language noted above shall be included on all Final Site Plan sheets involving any ground disturbing activities. (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 Final Site Plan 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. Complete all pedestrian improvements prior to the issuance of the final Certificate of Occupancy. (P&Z) (T&ES) \*\*\*
  - a. Install ADA accessible pedestrian improvements serving the site.
  - b. Construct all concrete sidewalks to City standards. The minimum unobstructed width of newly constructed sidewalks shall be five feet in commercial, mixed-use, or other high-density areas and five feet in single-family or other lower density areas.
  - c. Sidewalks shall be flush across all driveway crossings.
  - d. All newly constructed curb ramps shall be concrete with detectable warning and shall conform to current VDOT standards.
  - e. Provide separate curb ramps for each direction of crossing (i.e., two ramps per corner). Curb ramps shall be perpendicular to the street.
  - f. Provide thermoplastic pedestrian crosswalks at all crossings at the proposed development.
  - g. All crosswalks shall be standard, 6 inches wide, white thermoplastic parallel lines with reflective material, with 10 feet in width between interior lines. High-visibility crosswalks may be required as directed by staff at Final Site Plan. Alternative crosswalk treatments must be approved by the Director of T&ES.
  - h. All below grade utilities placed within a City sidewalk shall be integrated with the adjacent paving materials and to minimize any visible impacts.

## **F. PARKING**

19. Provide wheel stops for parking spaces adjacent to proposed bioretention facility. (T&ES)
20. Show all existing and proposed on-street parking controls and restrictions on the Final Site Plan. The Traffic and Parking Board must approve any on-street parking changes desired after the Signature Set approval. (P&Z) (T&ES) \*
21. Provide bicycle parking per current Bicycle Parking Standards. Bicycle parking standards, acceptable rack types for short- and long-term parking, and details for allowable locations are available at: [www.alexandriava.gov/bicycleparking](http://www.alexandriava.gov/bicycleparking).
22. Provide details on the locations and types of bicycle parking on the Final Site Plan. Install bicycle parking prior to the issuance of the first Certificate of Occupancy. (T&ES) \*, \*\*\*
23. Provide signage, striping, or other means to prevent parking in emergency vehicle easement(s) prior to Final Site Plan release, to the satisfaction of the Director of T&ES. (T&ES) \*

## G. SUSTAINABILITY

24. The applicant may propose additional strategies to the sustainability conditions outlined below and these additional sustainability strategies may be incorporated administratively to the satisfaction of the Directors of T&ES and P&Z. (P&Z) (T&ES)
25. The project shall comply with the requirements of the current City of Alexandria Green Building Policy at the time of DSUP approval. Diligent pursuit and achievement of this certification shall be monitored through these requirements unless exempted by the certification rating systems and the Green Building Policy:
  - a. Provide evidence of the project's registration with LEED, Green Globes, or Earthcraft (or equivalent) with the submission of the first Final Site Plan and provide a draft checklist from the P&Z website showing how the project plans to achieve the certification and clearly indicate that requirements for the priority performance points are being met as defined by the City of Alexandria's Green Building Policy. \*
  - b. Provide an updated copy of the draft certification scorecard/checklist prior building permit release for above-grade construction to show compliance with the Green Building Policy. \*\*
  - c. Provide updated building energy performance analysis and building energy use intensity (EUI) (energy use per sq. ft.) prior to release of the building permits for above-grade construction. \*\*
  - d. Provide a draft commissioning plan and verification, if required by the Green Building Rating System and the building code, from a certified third-party reviewer that includes items "i" through "v" below, prior to receiving building permits for above-grade construction. \*\*
    - i. A narrative describing the activities that will be accomplished during each phase of commissioning, including the personnel intended to accomplish each of the activities.
    - ii. A listing of the specific equipment, appliances, or systems to be tested and a description of the tests to be performed.
    - iii. Functions to be tested including, but not limited to, calibrations and economizer controls.
    - iv. Conditions under which the test will be performed. Testing shall affirm winter and summer design conditions and full outside air conditions.
    - v. Measurable criteria for performance.
  - e. Provide updated water efficiency documentation for the priority performance points as defined by the City of Alexandria's Green Building Policy prior to building permit release for above-grade construction. \*\*
  - f. Provide updated documentation for the indoor environmental quality priority performance points as defined by the City of Alexandria's Green Building Policy prior to the release of building permits for above-grade construction. \*\*
  - g. Provide evidence that design phase credits (for the certifying party) have been submitted by the first Certificate of Occupancy. \*\*\*

- h. Provide a commission report that has been verified by a certified, third-party reviewer, including issues log, completed pre-function checklists, and any completed functional performance tests prior to issuance of the final Certificate of Occupancy. \*\*\*
  - i. Provide evidence showing that the requirements for priority performance points for Energy Use Reduction, Water Efficiency and Indoor Environmental Quality are being met as defined by the City of Alexandria's Green Building Policy for Design Phase credits to the U.S. Green Building Council, Green Globes, or Earthcraft (or equivalent) prior to issuance of a Certificate of Occupancy. \*\*\*
  - j. Provide documentation of applicable green building certification prior to approval of the performance bond clearly indicating that the priority performance points requirement for Energy Use Reduction, Water Efficiency, and Indoor Environmental Quality have been achieved as defined by the City of Alexandria's Green Building Policy. \*\*\*\*\*
  - k. Failure to achieve the certification level, as required by the City of Alexandria's Green Building Policy, will be evaluated by City Staff to determine whether a good faith, reasonable, and documented effort was made to achieve the certification level to the satisfaction of the Director of P&Z.
26. Demonstrate that the roof(s) are solar ready, with the necessary conduit and available electrical panel area to enable future solar panel installation, on the Final Site Plan. (T&ES) \*

## **II. TRANSPORTATION**

### **A. STREETS/TRAFFIC**

27. Repair any of the City's existing public infrastructure that is damaged during construction per the most recent version of the T&ES Design and Construction Standards, or to the satisfaction of Director of T&ES, prior to Performance Bond release. (T&ES) \*\*\*\*\*
28. Conduct a pre-construction walk/survey of the site prior to any land disturbing activities with T&ES Construction & Inspection Staff and Code Administration Staff to document existing conditions prior to Final Site Plan release. (T&ES) (Code) \*
29. 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) \*\*\*\*\*
30. 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) \*

### **III. PUBLIC WORKS**

#### **A. WASTEWATER/SANITARY SEWERS**

31. Pay the sewer connection fee prior to Final Site Plan release. (T&ES) \*

#### **B. UTILITIES**

32. If a franchise agreement has not been entered into with the City, locate all private utilities outside of the public right-of-way and public utility easements. (T&ES)
33. Do not locate transformer and switch gears in the public right-of-way. (T&ES)
34. All new fire hydrants on public streets shall be City owned and maintained. All hydrants on private streets shall be owned, inspected, tested, and maintained by the property owner or their representative. Hydrants must be installed and functional prior to issuance of the Certificate of Occupancy. (T&ES) \*\*\*

#### **C. SOLID WASTE**

35. Obtain approval from the Director of T&ES to opt-out of the City approved trash and recycling collection to allow for privately contracted collection. The point of collection shall be as agreed upon between the owner and the private collector duly licensed, provided that such point shall not be in a public right-of-way and shall not hinder or interfere with parking, traffic, or pedestrians. 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**

36. 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) \*
37. 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) \*

38. 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) \*
39. 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) \*
40. Complete construction inspection checklists and associated photographic documentation for each stormwater BMP and detention facility. Submit all documents required by The City of Alexandria As-Built Stormwater Requirements including as-built plans, CAD data, BMP certifications, and completed construction inspection checklists prior to Performance Bond release. (T&ES) \*\*\*\*\*
41. Construct and install the stormwater BMPs required for this project under the direct supervision of the design professional or their designated representative. Submit a written certification from the design professional to the Director of T&ES prior to 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) \*\*\*\*\*
42. Install descriptive signage for surface-installed stormwater BMPs (e.g., Bio-Retention Filters, Vegetated Swales) prior to the submission of As-Built Plans to the satisfaction of the Director of T&ES. (T&ES) \*\*\*\*\*
43. Submit two originals of the stormwater quality BMP Maintenance Agreement, to include the BMP Schedule and Guidelines Addendum as part of the Final Site Plan #2. Executed and record the agreement with the Land Records Division of Alexandria Circuit Court prior to Final Site Plan release. (T&ES) \*
44. 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 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:
  - a. An explanation of the functions and operations of the BMP(s),
  - b. Drawings and diagrams of the BMP(s) and any supporting utilities,
  - c. Catalog cuts on maintenance requirements including mechanical or electrical equipment; manufacturer contact names and phone numbers,



- d. A copy of the executed maintenance service contract, and
  - e. 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. Submit a copy of the maintenance agreement to the City prior to Performance Bond release. (T&ES) \*\*\*\*\*
45. Submit a copy of the Operation and Maintenance Manual to the T&ES Stormwater Management Division prior to Performance Bond release. (T&ES) \*\*\*\*\*
46. Submit a certification by a qualified professional that any existing stormwater management facilities adjacent to the project and associated conveyance systems were not adversely affected by construction operations prior Performance Bond release to the satisfaction of the Director of T&ES. If maintenance of the facilities or systems were required to make this certification, provide a description of the maintenance measures performed. (T&ES) \*\*\*\*\*

**B. WATERSHED, WETLANDS, & RPAs**

47. Use standard city markers to mark all on-site stormwater curb inlets and public curb inlets within 50 feet of the property line to the satisfaction of the Director of T&ES. (T&ES)
48. For sites that contain marine clays, account for marine clay or highly erodible soils in the construction methodology and erosion and sediment control measures. (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: (T&ES) \*

- a. A Site Characterization Report/Extent of Contamination Study detailing the location, applicable contaminants, and the estimated quantity of any contaminated soils and/or groundwater at or in the immediate vicinity of the site.
  - b. A Risk Assessment indicating any risks associated with the contamination.
  - c. A Remediation Plan detailing any contaminated soils and/or groundwater, including plans to remediate utility corridors. Utility corridors in contaminated soil shall be over excavated by two feet and backfilled with “clean” soil. Include description of environmentally sound methods of off-site transport and disposal of contaminated soils and debris (including, but not limited to types of vehicles appropriate for handling specific materials and ensuring vehicle loads are covered).
  - d. A Health and Safety Plan with measures to take during remediation and/or construction activities to minimize the potential risks to workers, the neighborhood, and the environment. Initial Air Monitoring may be required during site activities to demonstrate acceptable levels of volatiles and/or airborne particles. Justify the air monitoring determination in the Health and Safety Plan submitted for review.
  - e. Screen for PCBs as part of the site characterization if any of the past uses are within the identified high risk category sites for potential sources of residual PCBs, which includes these SICs: 26&27 (Paper and Allied Products), 30 (Rubber and Misc. Plastics), 33 (Primary Metal Industries), 34 (Fabricated Metal Products), 37 (Transportation Equipment), 49 (Electrical, Gas, and Sanitary Services), 5093 (Scrap Metal Recycling), and 1221 and 1222 (Bituminous Coal).
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. SOILS**

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

**E. NOISE**

55. If necessary, to comply with the City noise ordinance, equip all roof top HVAC and other mechanical equipment with noise reducing devices (e.g., silencers, acoustic plenums, louvers, or enclosures). Show the noise reducing specifications and locations prior to Final Site Plan release and install them prior to the issuance of the Certificate of Occupancy. (T&ES) (Code) \*, \*\*\*
56. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11 PM and 7 AM. (T&ES)
57. No vehicles, including construction vehicles, associated with this project shall be permitted to idle for more than 10 minutes when parked, including vehicles in the loading dock. Post at least two no idling for greater than 10 minutes signs in the loading dock area in plain view prior to the issuance of the Certificate of Occupancy. (T&ES) \*\*\*

**F. AIR POLLUTION**

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

**V. CONSTRUCTION MANAGEMENT**

59. 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. \*\*\*
60. 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) \*
61. 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) \*\*
62. Include a chapter on the waste control program in the Construction Management Plan. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of T&ES and Code Administration. Dispose of all wastes offsite per all applicable federal, state, and local laws. If program is implemented in coordination with green building certification, include documentation as appropriate per the City's Green Building Policy and conditions therein. (T&ES) (Code)
63. 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) \*\*
64. Obtain additional City approvals for any structural elements that extend into the public right-of-way, including but not limited to footings, foundations, and tiebacks, from the Director of T&ES as a part of the Sheet piling and Shoring permit. (T&ES) \*\*

65. 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) \*
66. 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) \*\*
67. 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)
68. 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) \*, \*\*\*
69. 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) \*\*\*
70. 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.
71. 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) \*\*\*



72. 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) \*\*\*\*\*

## **VI. CONTRIBUTIONS**

73. Contribute \$22,593 to the City's Housing Trust Fund. Housing contribution payments shall be made via wire transfer to the City of Alexandria. Instructions will be provided by Housing staff prior to the time of deposit. Wire transfer documentation must include the source name, project name, receiving department name (Office of Housing), and case number. (Housing) \*\*\*
74. If a modification to meeting in the Landscape Guidelines is approved, the applicant shall provide a monetary contribution, in the amounts specified within the Landscape Guidelines, to the City of Alexandria's Urban Forestry Fund. Provide the contribution prior to issuance of the first Certificate of Occupancy. Payment shall be payable to the City of Alexandria, with a transmittal letter addressed to RP&CA citing the project name and case number, contribution amount, and the condition being fulfilled. (P&Z) (RP&CA) \*\*\*

## **VII. PUBLIC ART**

75. Work with City staff to incorporate on-site public art elements or provide an equivalent monetary contribution for public art within the Small Area Plan per the City's Public Art Policy, adopted December 13, 2014, to the satisfaction of the Directors of P&Z and RP&CA. (P&Z) (RP&CA)
76. The in-lieu contribution shall be \$0.30 per gross square foot, with a maximum contribution of \$75,000 per building prior to issuance of the first Certificate of Occupancy. On-site public art shall be of an equivalent value to the contribution. (P&Z) (RP&CA) \*\*\*

## **VIII. USES AND SIGNS**

### **A. RETAIL/COMMERCIAL**

77. The Director of P&Z shall review administrative Special Use Permits after one year of operation, and shall docket the matter for the Planning Commission and City Council if (1) violations of the permit conditions occurred and were not corrected immediately, constitute repeat violations, or create a direct and immediate adverse zoning effect on the surrounding community; (2) the Director has received a request from any person to docket the permit for review due to a complaint that may be a violation of the permit

conditions; or (3) the Director has determined that problems with the operation of the use exist and that new or revised conditions are needed. (P&Z)

- 78. Encourage employees who drive to use off-street parking. (T&ES)
- 79. Encourage employees to use public transportation. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for information on establishing an employee transportation benefits program. (T&ES)
- 80. Provide information about alternative forms of transportation to access the site, including but not limited to printed and electronic business promotional material and posting on the business website. Contact Go Alex at [goalex@alexandriava.gov](mailto:goalex@alexandriava.gov) for more information. (T&ES)

## **B. AUTOMOTIVE**

- 81. Dispose of all waste products including but not limited to organic compounds (solvents), motor oil, compressor lubricant, and antifreeze per all local, state, and federal ordinances or regulations. Do not discharge them to the sanitary or storm sewers or onto the ground. (T&ES)
- 82. Comply with the City of Alexandria Best Management practices manual for automotive related industries. Call the Office of Environmental Quality at (703) 746-4065 to get a copy. (T&ES)
- 83. Do not conduct motor vehicle repair work outside. (P&Z) (T&ES)
- 84. Paints or coatings may not be applied at the site without a paint spray booth designed to the satisfaction of the Director of Code Administration prior to Final Site Plan release and installed prior to issuance of the final Certificate of Occupancy. Do not vent any automotive refinishing waste products to the atmosphere. (T&ES) (Code) \*,  
\*\*\*

## **C. SIGNAGE**

- 85. Design building signs to relate in material, color, and scale to the building and the tenant bay on which the sign is displayed to the satisfaction of the Director of P&Z. (P&Z) \*

**CITY DEPARTMENT CODE COMMENTS**

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

**A. Planning and Zoning (P&Z)**

- C - 1 Submit as-built documents for all landscape and irrigation installations with the as-built plan and request for Performance Bond release. Refer to City of Alexandria Landscape Guidelines. (P&Z) (T&ES) \*\*\*\*
- C - 2 Identify all trees to remove and protect/preserve in the tree conservation and protection plans prior to Final Site Plan release. Detail construction methods to reduce disturbance within driplines. Schedule an on-site inspection of existing conditions with the City Arborist and Natural Resources Division Staff prior to preparing the Tree Conservation and Protection Plan.  
\*
- C - 3 The landscape elements of this development are subject to Performance and Maintenance bonds, based on criteria established by the City and available through T&ES. Performance and Maintenance Bond release are subject to inspections by City Staff per City Code requirements. A final inspection for landscaping must occur three years after completion. (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. Federal Environmental Reviews:**

- F - 2. 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](http://www.achp.gov) or [www.dhr.virginia.gov/environmental-review/](http://www.dhr.virginia.gov/environmental-review/)
  - b. Information on the NEPA process is at [www.epa.gov](http://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 - 3. 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 - 4. 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 - 5. 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 - 6. 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 - 7. Construct all sanitary sewers to the City of Alexandria standards and specifications. The minimum diameter of sanitary sewers is 10-inches in the public right-of-way and sanitary lateral 6-inches for all commercial and institutional developments; however, a 4-inch sanitary lateral is acceptable for single family residences. Acceptable pipe materials are Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26, ASTM 1785-76 Schedule 40, Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52, or reinforced concrete pipe ASTM C-76 Class IV (For 12-inches or larger diameters); Class III may be acceptable on private properties. Minimum and maximum velocities are 2.5 fps and 10 fps, respectively. Laterals shall be connected to the sanitary sewer through a manufactured “Y” or “T” or approved sewer saddle. Where the laterals are being connected to existing Terracotta pipes, replace the section of main and provide manufactured “Y” or “T”, or else install a manhole. (T&ES) \*, \*\*\*\*
- F - 8. 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 - 9. 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 - 10. 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 - 11. 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 - 12. Design any rip rap per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES) \*, \*\*\*\*

- F - 13. Provide the dimensions of parking spaces, aisle widths, etc. within the parking garage on the Final Site Plan. Exclude column widths from the dimensions. (T&ES) \*, \*\*\*\*\*
- F - 14. 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 - 15. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES) \*
- F - 16. Show all existing and proposed public and private utilities and easements on the Final Site Plan with a narrative. (T&ES) \*
- F - 17. 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 - 18. 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 - 19. Add complete streets tabulation to the cover sheet with the Final Site Plan submission. (T&ES) \*
- F - 20. Parking for the residential and commercial uses shall match the Zoning Ordinance requirements in effect at approval by the City Council and/or Planning Commission. (P&Z) (T&ES) \*
- F - 21. Maintain a separation of 150 feet between the beginning of street corner radius and any driveway apron radius on arterial and collector roadways, with a minimum of 100 feet permitted, subject to the approval of the Director of T&ES. (T&ES) \*
- F - 22. Maintain a minimum separation of 30 feet on residential streets between the beginning of the street corner radius and any driveway apron radius. (T&ES) \*
- C - 2 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 - 3 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 - 4 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 - 5 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 - 6 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 - 7 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 - 8 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 - 9 Provide storage space for both trash and recycling materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines" to the satisfaction of the Director of Transportation & Environmental Services. Show the turning movements of the



collection trucks, minimizing the need to reverse to perform trash or recycling collection. The City's storage space guidelines are at: <https://www.alexandriava.gov/ResourceRecovery> or by contacting the City's Resource Recovery Division at (703) 746-4410 or [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov). (T&ES) \*

- C - 10 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 - 11 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](mailto:CommercialRecycling@alexandriava.gov). (T&ES) \*
- C - 12 Satisfy the City's Minimum Standards for Private Streets and Alleys prior to Final Site Plan Release. (T&ES) \*
- C - 13 Post the bond for the public improvements before Final Site Plan release. (T&ES) \*
- C - 14 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 - 15 Provide a phased erosion and sediment control plan consistent with the grading and construction plan prior to Final Site Plan release. (T&ES) \*
- C - 16 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 - 17 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 - 18 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 - 19 No overhangs (decks, bays, columns, post, or other obstructions) shall protrude into public rights-of-ways, public easements, and the pedestrian or vehicular travel ways unless otherwise permitted by the City Code or additional City approvals are obtained. (T&ES) \*

- C - 20 Design all driveway entrances, curbing, etc. in or abutting public right-of-way per City standards. (T&ES) \*
- C - 21 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
- C - 22 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 - 23 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:
- i. Monday through Saturday 7 AM to 5 PM
  - ii. No excavation in the right-of-way allowed on Sundays, New Year's Day, Independence Day, Thanksgiving, and Christmas.
- C - 24 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 - 25 Comply with the City of Alexandria, Erosion, and Sediment Control Code, Title 5, Ch. 4. (T&ES) \*
- C - 26 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) \*

#### **F. Information Technology**

- R - 1. Coordinate with the GIS Division for address assignments at tenant fit out for all first-floor bays with a street-facing door as their primary access. These uses may not use the primary building address for their address. Contact the Addressing Coordinator in the GIS Division

(703) 746-3823 for each new tenant to receive the address based on the primary entrance door.  
(GIS) *[If ground floor tenants]*

- R - 2. Development cases should not use any addresses in their case name as existing site addresses may change during development. (GIS)

**G. 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.

**H. Police Department**

- R - 3. Plant shrubbery that achieves a natural growth height of no more than 2.5 to 3 feet with a maximum height of 3 feet when it matures to avoid obstructing the view of patrolling law enforcement officers.
- R - 4. Equip all ground floor windows with a device or hardware that enables securing them in a partially open position. This design prevents breaking and entering when the windows are open for air.

**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 SPECIAL USE PERMIT with SITE PLAN

**DSUP #** 2015-001 **Project Name:** LOT 705 PROP OF CSX REALTY

**PROPERTY LOCATION:** 3120 COLVIN STREET

**TAX MAP REFERENCE:** 061.04-02-16 **ZONE:** I (Industrial)

#### APPLICANT:

Name: KHANH NGUYEN

Address: 3025 COLVIN STREET, ALEXANDRIA, VA, 571 243 1177

#### PROPERTY OWNER:

Name: KHANH NGUYEN

Address: 3025 COLVIN STREET, ALEXANDRIA, VA, 571 243 1177

#### SUMMARY OF PROPOSAL

#### MODIFICATIONS REQUESTED

#### SUP's REQUESTED

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

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

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

KHANH NGUYEN

Print Name of Applicant or Agent

3025 COLVIN STREET

Mailing/Street Address

ALEXANDRIA, VA 571 243 1177

City and State

Zip Code



Signature

(703) 836-6894

Telephone #

Fax #

eubmwparts@gmail.com

Email address

04/15/2021

Date

#### DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: \_\_\_\_\_

Received Plans for Completeness: \_\_\_\_\_

Fee Paid and Date: \_\_\_\_\_

Received Plans for Preliminary: \_\_\_\_\_

ACTION - PLANNING COMMISSION: \_\_\_\_\_

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

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

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

**1. The applicant is: (check one)**

☒ the Owner    ☐ Contract Purchaser    ☐ Lessee or    ☐ Other: \_\_\_\_\_ of the subject property.

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

Khanh Nguyen - 3025 Colson St. Alexandria VA 22314  
Owner 100%

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 ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Khanh Nguyen	3025 Colvin Street Alexandria VA 22314	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 3120 Colvin St Alexandria (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Khanh Nguyen	3025 Colvin Street Alexandria VA 22314	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. N/A		
2.		
3.		

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

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

4/15/2021  
Date

Khanh Nguyen  
Printed Name

  
Signature

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

THE PLAN PROPOSES TO REMOVE THE EXISTING TRAILER & GRAVEL PARKING.

THE PLAN PROPOSES TO BUILD A 2-STORY COMMERCIAL BUILDING AND THE USE

FOR UNITS A, B & C WOULD BE MOTORCYCLE REPAIR UNDER "GENERAL

AUTOMOBILE REPAIR" AND WAREHOUSE. THE USE OF WAREHOUSE IS STORAGE,

ONLINE SELL & REPAIR.



**3. How many patrons, clients, pupils and other such users do you expect?**

Specify time period (i.e., day, hour, or shift).

20 clients per day From 8AM to 6PM

**4. How many employees, staff and other personnel do you expect?**

Specify time period (i.e. day, hour, or shift).

3 employees Monday to Saturday  
8AM to 6PM**5. Describe the proposed hours and days of operation of the proposed use:**

Day	Hours	Day	Hours
Monday	8AM - 6PM	Saturday	8AM - 3PM
Tuesday	8AM - 6PM		
Wednesday	8AM - 6PM		
Thursday	8AM - 6PM		
Friday	8AM - 6PM		

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

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

70 - 90 Decibels

B. How will the noise from patrons be controlled?

put in the Room, for Air compressor

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

None

**8. Provide information regarding trash and litter generated by the use:**

- A. What type of trash and garbage will be generated by the use?  
Automotive repair trash: Solid household  
Waste, and Demolition Debris
- B. How much trash and garbage will be generated by the use?  
100 Galons per week
- C. How often will trash be collected?  
Weekly
- D. How will you prevent littering on the property, streets and nearby properties?  
We have trash can in property

**9. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?**

☐ Yes. ☒ No.

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

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

☐ Yes. ☒ No.

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

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


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

☐ Yes. ☒ No.

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

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**PARKING AND ACCESS REQUIREMENTS****13. Provide information regarding the availability of off-street parking:**

A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?  
6.95

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

7	Standard spaces
	Compact spaces
1	Handicapped accessible spaces
	Other

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

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

\_\_\_\_\_

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

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

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

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance?
- B. How many loading spaces are available for the use?
- C. Where are off-street loading facilities located?

N/A

- D. During what hours of the day do you expect loading/unloading operations to occur?

N/A

- E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

one a month

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

N/A

[EXTERNAL]Support for Development Special Use Permit #2021-10022

Joe Cantwell <bikerjoedc@gmail.com>

Mon 4/25/2022 12:13 PM

To: PlanComm <PlanComm@alexandriava.gov>

You don't often get email from bikerjoedc@gmail.com. [Learn why this is important](#)

Good Afternoon,

As a former Alexandria property owner and long-time customer of Khanh Nguyen's motorcycle repair business, I support his request for a Special Use Permit (SUP) on Colvin Street.

Khanh originally expressed his desire to expand the motorcycle service side of his business some years ago after it became apparent that demand was greater than his current facility could handle. We also discussed the market demand for safe and secure indoor motorcycle storage in Alexandria, a new option that he hoped to make available on his other property. Both offerings will bring new business to Alexandria and are long overdue.

Thank you for your consideration. I hope you will approve Mr. Nguyen's SUP submission.

Regards,

Joe Cantwell

2009 - 2021 owner - 104 Queen Street

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