



Development Special Use Permit # 2017-0021
1200 North Quaker Lane - Episcopal High School

Application	General Data	
Project Name: Episcopal High School Faculty Houses	PC Hearing:	September 4, 2018
	CC Hearing:	September 15, 2018
	If approved, DSUP Expiration:	September 15, 2021
	Plan Acreage:	130 Acres
Location: 1200 North Quaker Lane	Zone:	R-20, Single-family Residential
	Proposed Use:	Private School
	Dwelling Units:	6
	Gross Floor Area:	42,738
Applicant: The Protestant Episcopal High School in Virginia	Small Area Plan:	Seminary Hill/Strawberry Hill
	Historic District:	N/A
	Green Building:	Compliance with the City's Green Building Policy

Purpose of Application:

Construct six additional faculty houses

Special Use Permits and Modifications Requested:

Development Special Use Permit to expand an existing private school by constructing six single-family faculty houses.

Staff Recommendation: APPROVAL WITH CONDITIONS

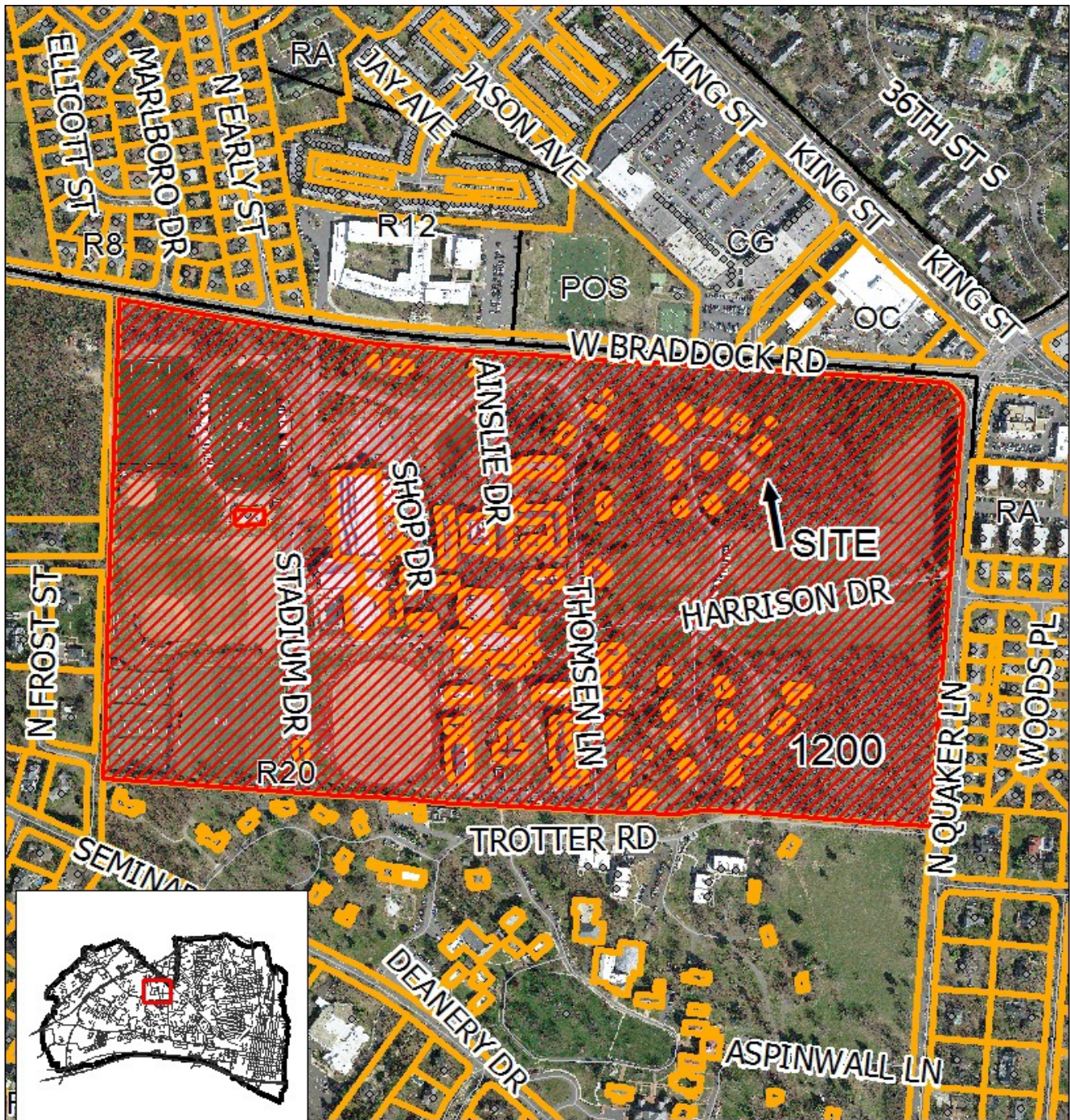
Staff Reviewers:

Robert M. Kerns, AICP, Chief of Development
Dirk H. Geratz, AICP, Principal Planner
Adele H. Gravitz, ASLA, Urban Planner

PLANNING COMMISSION ACTION, SEPTEMBER 4, 2018: At the request of Commissioner Brown this item was pulled from the consent calendar. On a motion by Commissioner Brown, seconded by Commissioner Macek voted to recommend approval of DSUP2017-0021, subject to compliance with all applicable codes, ordinances and staff recommendations with conditions. The motion carried on a vote of 6-0, with Commissioner McMahon absent.

Reason: Commissioner Brown expressed concerns regarding the number of trees being removed as part of this request. However, he noted that as part of his site visit he acknowledged that many trees were not in the greatest health and that the site is wet and has drainage issues.

Speakers: Duncan Blair, attorney representing Episcopal High School stated that the are will be regraded, hence much of the tree loss, and two bio-rention ponds will be constructed to better manage the stormwater. He also reported that the school has planted close to 600 trees since 2007.



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1200 North Quaker Lane

0 235 470 940 Feet



I. SUMMARY

A. Recommendation

Staff recommends approval of a Development Special Use Permit for the construction of six additional faculty homes at Episcopal High School subject to staff recommendations and conditions.

B. General Project Description

Episcopal High School is a boarding school located on a 130-acre campus at 1200 N. Quaker Lane in the Seminary Hill part of Alexandria. The school is bounded by West Braddock Road to the north, North Quaker Lane to the east, Seminary Road to the south and North Howard Street to the West. The campus is contiguous to the Virginia Theological Seminary to the south, commercial and residential uses are to the east, additional commercial, institutional and single-family uses are to the north and single-family uses to the west.

The additional homes will be built at the end of an existing cluster of faculty homes located on Goodwin Lane adjacent to the main entrance to the school in the eastern part of the campus. Goodwin Lane will be extended to allow for vehicular access to each of the faculty homes. The site of the new homes is currently a wooded area and a partial clearing of trees will be necessary. The proposed house sites will still be screened from adjoining streets.

II. BACKGROUND

A. Procedural Background

Episcopal High School is a private boarding school located in the R-20 residential zoning district and is deemed a special use pursuant to Section 3-103(D). As the applicant is building three or more dwelling units, a Development Site Plan (DSP) is required making this a Development Special Use Permit (DSUP). With this DSUP application Episcopal High School plans to add six faculty houses. This will result in a total of 36 on-site single-family faculty houses.

B. Site Context

Episcopal High School occupies one of the largest parcels in the city with much of it wooded and undeveloped. The school is located centrally within the Seminary Hill neighborhood bounded by West Braddock Road to the north; North Quaker Lane to the east; the Virginia Theological Center to the south; and residential neighborhoods and North Howard Street to the west.

C. Site History

Episcopal High School was founded in 1839 and opened its doors to 35 boys on an 80-acre campus. During the federal occupation of Alexandria from 1861 – 1866 the school was closed

as it became a hospital for Federal troops during the Civil War. The school has since grown to approximately 430 students on a campus of 130 acres. In 1991 the school became coeducational and girls now make up approximately 45 percent of the student population.

D. Detailed Project Description

As a boarding school, all students reside on-site in student housing and have access to a host of amenities such as dining, recreational activities and library, like a small college. The school has significantly expanded its campus by adding to the number of buildings over the years. Recent projects include the expansion of the Centennial Gym in 2008, the expansion of Townsend Hall in 2011, and two faculty houses in 2017.

The high school is requesting approval of a DSUP to expand a private school by constructing six single-family faculty homes on their campus. A total of 30 faculty dwelling units currently exist on the campus dedicated for faculty and their families. The six new homes will be detached homes similar to other faculty housing located on the campus. The homes will be located at the end of Goodwin Lane, a small street that currently serves 12 other faculty homes. Goodwin Lane will be extended to allow for vehicular access to the homes and end in a cul-de-sac.

The purpose of constructing these homes is to provide additional on-site housing for faculty that currently live off campus. The homes are intended for faculty members and their families and are not intended for any other purpose.

As a boarding school, the students are separated from their families and thus form strong bonds with the faculty for social and emotional needs. As such, the school has a desire to locate as many, if not all, of their faculty on-site to be more accessible to students outside of the classroom.

III. ZONING

The entire school campus is zoned R-20/Single-family Residential. Section 3-103(D) of the Zoning Ordinance allows a private school in this zone by *special use permit* only. As such, an expansion or intensification of a private school also requires approval of a SUP. The proposed faculty houses comply with all the bulk and mass regulations of the R-20 zone. No modifications are being requested or are necessary as part of this proposal. Because the applicant is building three or more dwelling units, a Development Site Plan (DSP) is required making this a Development Special Use Permit (DSUP).

Furthermore, the school is located within the boundaries of the Seminary Hill / Strawberry Hill Small Area Plan which identifies the subject property as an institutional use. The school use and the proposed expansion are consistent with this designation and in compliance with the Master Plan.

Table 1. Zoning Tabulation

Property Address:	1200 North Quaker Lane	
Total Site Area:	130 acres or 5,662,800 square feet	
Zoning District:	R-20/Single-family Residential	
Current Use:	Private School (Special Use)	
Proposed Use:	Private School – Addition (Special Use)	
	Permitted/Required	Proposed
FAR:	0.25	0.11 (existing campus wide) 0.12 (with addition)
Height:	40 feet	Less than 35 feet
Open Space:	Not applicable	123 acres +/- existing
Parking:	2 spaces per house	2 spaces per house

IV. STAFF ANALYSIS

A. Building Design

Staff supports the addition of the six faculty homes to the Episcopal High School campus. As proposed, the six homes are designed to blend in with the existing faculty homes on Goodwin Lane. The siting of the homes is a natural extension of the current cluster of homes and located in a part of the campus that will not impact any adjoining properties. The location will not disrupt the visual appearance of the formal drive leading to the campus from Quaker Lane.

The six homes will each be constructed in a traditional architectural style with siding and brick skirt, similar to the existing faculty homes. There are three home styles proposed, two of each, planned for this project. All the houses have open front porches and enclosed rear screen porches that range from three to four bedrooms with two and one-half to three and one-half baths. The enclosed livable area above grade ranges from 2,623 to 3,040 square feet. All houses are two levels with a basement, two car garages and with building heights not to exceed 35 feet.

B. Green Building and Sustainable Design

As with past buildings, Episcopal High School is committed to creating environmentally sensitive buildings and enhancements to their campus.

Pursuant to the City's Green Building Policy adopted April 18, 2009, the applicant will achieve a green building certification level of LEED Certified or Equivalent. Staff added a condition that requires the applicant to provide level 2 conduit in each garage for future level 2 electric vehicle chargers.

Although many trees are being removed for this project, the applicant is well in excess of their required tree canopy coverage. The applicant has a history of replacing trees with each project. For this project about 50 trees will be planted along Braddock Road in addition to trees and shrubs proposed around each home.

The City of Alexandria's stormwater management regulations regarding water quality are twofold: reduce phosphorus and control water quality volume. To this end the applicant is installing stormwater Best Management Practice (BMP) facilities.

C. Conformity with Small Area Plan

Episcopal High School is located within the Seminary Hill/Strawberry Hill Small Area boundaries. The small area plan contains objectives and recommendations which relate to how the community envisions the future regarding land use and development. Some of these objectives and recommendations are supported by the school addition including:

- The desire to maintain institutional uses, including schools within the plan boundaries;
- Ensure preservation of open space;
- Preserve community character.

Episcopal High School is committed to their Alexandria location and that is reflected in their continued expansion and improvement of the campus. The school property is among one of the largest parcels in the City with 95% or 123 acres used as open space. The proposed faculty housing is of a design that not only relates to the campus but to the traditional architecture found in many of the nearby residential neighborhoods. Thus, staff finds this application is in conformity with the Seminary Hill/Strawberry Hill small area plan.

D. Parking

In accordance with Section 8-200(A) (1) of the Zoning Ordinance, a total of two parking spaces are required for each single-family home. Each home will have a garage as well as a driveway to accommodate the required parking spaces. The driveways will be accessed by an extension of Goodwin Lane. Each garage will have conduit for electrical vehicle charging.

V. COMMUNITY

To date planning staff received two inquiries from nearby residents as a result of project notice. Neither resident had any concerns about this project. Their concerns were related to other issues and addressed by staff.

VI. CONCLUSION

Staff finds that this development special use permit request meets the standards and

requirements for special uses and that no negative impact on adjoining properties is anticipated.

The design of the six faculty houses is in keeping with the overall aesthetics of the campus. In conclusion staff recommends approval of this DSUP application.

VII. Graphics



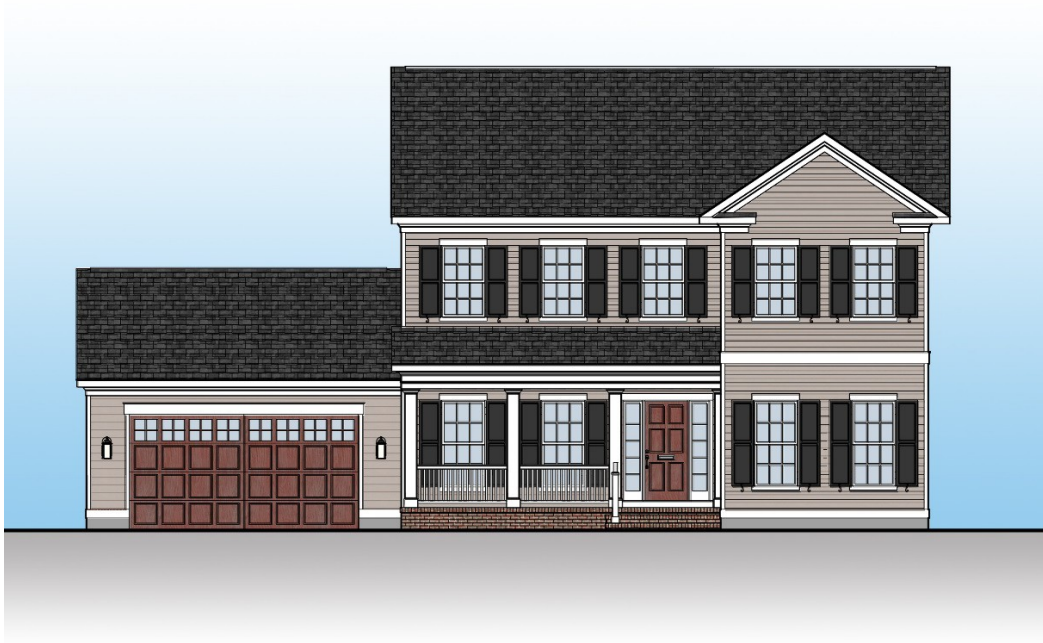
Site Plan



Elevation Units 1 and 2



Elevation Unit 3 and 4



Elevation Unit 5 and 6

VIII. STAFF RECOMMENDATIONS

1. The Final Site Plan shall be in substantial conformance with the preliminary plan dated 6/15/18 and comply with the following conditions of approval.

A. *LANDSCAPING:*

2. Develop, provide, install and maintain an integrated Landscape Plan with the Final Site Plan that is coordinated with other associated site conditions to the satisfaction of the Director of P&Z. The limits of the Tree Conservation and Landscape plan will be same as the area of the site plan that encompasses the six new faculty homes. Landscape plans shall be submitted in accordance with the City of Alexandria's Landscape Guidelines, and at a minimum shall:
 - a. Provide an enhanced level of detail for all proposed landscape installations including street, canopy, evergreen, and multi-trunk trees, shrubs (foundation planting), perennials, and groundcovers. If any landscape plantings are proposed, they shall be limited to plant material that is horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.
 - b. Ensure positive drainage in all planted areas.

B. *TREE PROTECTION AND PRESERVATION:*

3. Provide, implement and follow a tree conservation and protection program that is developed per the City of Alexandria Landscape Guidelines and to the satisfaction of the Directors of P&Z and RP&CA. A Tree Conservation and Protection Plan shall be approved by the City Arborist prior to Final Site Plan release. The limits of the Tree Conservation and Protection Plan will be same as the area of the site plan that encompasses the six new faculty homes. (P&Z) (RP&CA)
4. Show the limits of disturbance on the site plan / grading plan and show proper tree protection for all trees over a 2 ½ inch caliper within fifteen feet of the limits of disturbance as well as other measures of protection as outlined in the City's Landscape Guidelines. (P&Z)
5. No construction materials or equipment shall be stored or staged within the drip lines of trees designated for protection as shown on this site plan. (P&Z)
6. A fine shall be paid by the applicant in an amount not to exceed \$10,000 for each destroyed tree with at least a 10-inch caliper that is not identified "to be removed" (TBR) on the Preliminary Plan, and/or the City may request that replacement trees of similar caliper and species be provided for damaged trees if the approved tree protection methods

have not been followed. The replacement trees shall be installed and if applicable the fine shall be paid prior to the issuance of the last certificate of occupancy permit. ***
(P&Z)(RP&CA)

7. The area of the limits of disturbance and clearing for the site shall be limited to the areas as generally depicted on the preliminary site plan dated 6/15/18 and reduced if possible to retain existing trees and grades. (P&Z)(RP&CA)

B. BUILDING:

8. The building design, including the quality of materials, final detailing, and shall be consistent with the elevations dated 4/6/18 and the following conditions. (P&Z)
9. Per the City's Green Building Policy adopted April 18, 2009, achieve a green building certification level of LEED Certified or Equivalent to the satisfaction of the Directors of P&Z, and/or RP&CA and T&ES. Diligent pursuance and achievement of this certification shall be monitored through the following:
 - a. Provide evidence of the project's registration with LEED (or equivalent) with the submission of the first Final Site Plan and provide a draft checklist showing how the project plans to achieve the certification. *
 - b. Provide evidence of submission of materials for Design Phase credits to the U.S. Green Building Council (USGBC) (or equivalent) prior to issuance of a certificate of occupancy. ***
 - c. Provide evidence of submission of materials for Construction Phase credits to USGBC (or equivalent) within six months of obtaining a final certificate of occupancy.
 - d. Provide documentation of certification within two (2) years of obtaining a final certificate of occupancy.
 - e. Failure to achieve LEED Certification (or equivalent) for the residential project and /or LEED Silver (or equivalent) for the commercial project will be evaluated by City staff, and if staff determines that a good faith, reasonable, and documented effort was not made to achieve these certification levels, then any City-wide Green Building policies existing at the time of staffs' release of Final Site Plan will apply. (P&Z) (T&ES)
10. Energy Star labeled appliances shall be installed in all residential units. (T&ES)
11. Provide level 2 conduit in each garage for future level 2 electric vehicle chargers. (T&ES)
12. In order to provide a more sustainable use of natural resources, the applicant shall use EPA-labeled WaterSense or equivalent low flow fixtures. In addition, the applicant is encouraged to explore the possibilities of adopting water reduction strategies (i.e., use of gray water system on-site) and other measures that could reduce the consumption of potable water on this site. A list of applicable mechanisms can be found at <http://www.epa.gov/WaterSense>. (T&ES)

D. SITE PLAN:

13. Per Section 11-418 of the Zoning Ordinance, the development special use permit shall expire and become null and void, unless substantial construction of the project is commenced within 36 months after initial approval and such construction is thereafter pursued with due diligence. The applicant shall provide a written status report to staff 18 months after initial approval to update the City Council on the project status if substantial construction has not commenced at such time. (P&Z)
14. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of P&Z and T&ES. These items include:
 - a. Location of site utilities including above grade service openings and required clearances for items such as transformers, telephone, HVAC units and cable boxes.
 - b. Minimize conflicts with plantings. * (P&Z)(T&ES)

E. CONSTRUCTION MANAGEMENT:

15. Submit a construction phasing plan to the satisfaction of the Director of T&ES, for review, approval and partial release of Erosion and Sediment Control for the Final Site Plan. All the requirements of Article XIII Environmental Management Ordinance for quality improvement, quantity control, and the development of Storm Water Pollution Prevention Plan (SWPPP) must be complied with prior to the partial release of the site plan. * (T&ES)
16. 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:
 - a. No street lights shall be removed without authorization from the City of Alexandria.
 - b. If street lights 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 a plan for temporary pedestrian circulation;
 - f. Include the location and size of proposed construction trailers, if any;
 - g. Include a preliminary Maintenance of Traffic Plan (MOT) 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.
 - h. The sidewalks shall remain open during construction or pedestrian access shall be maintained to the satisfaction of the Director of T&ES throughout the construction of the project per Memo to Industry 04-18. The maintenance of pedestrian access

- shall be included in the Construction Management Plan and will be approved by T&ES.
- i. Copies of the plan shall be posted in the construction trailer and given to each subcontractor before they commence work. (P&Z) (T&ES)
 17. No major construction staging shall be allowed within the public right-of-way on West Braddock Road and North Quaker Lane. The applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. ** (T&ES)
 18. A “Certified Land Disturber” (CLD) shall be named in a letter to the Division Chief of Infrastructure Right of Way prior to any land disturbing activities. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. A note to this effect shall be placed on the Phase I Erosion and Sediment Control sheets on the site plan. (T&ES)
 19. Identify a person who will serve as a liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site and shall be placed on the project sign, to the satisfaction of the Directors of P&Z, and/or and T&ES. (P&Z)(T&ES)
 20. Implement a waste and refuse control program during the construction phase of this development. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of T&ES and Code Administration. All wastes shall be properly disposed offsite in accordance with all applicable federal, state and local laws. Provide information on the program in construction management plan. If program is implemented in coordination with green building certification, include documentation as appropriate per the City’s Green Building Policy and conditions herein. (T&ES)
 21. Submit a wall check prior to the commencement of construction of the first floor above grade framing for the building(s). The wall check shall include the building footprint, as depicted in the released Final Site Plan, the top-of-slab elevation and the first-floor elevation. The wall check shall be prepared and sealed by a registered engineer or surveyor and submitted to Planning & Zoning. Approval of the wall check by Planning & Zoning is required prior to commencement of framing. (P&Z)
 22. Submit an as-built development site plan survey, pursuant to the requirements outlined in the initial as-built submission for occupancy portion of the as-built development site plan survey checklist to the Department of Transportation and Environmental Services Site Plan Coordinator prior to requesting a certificate of occupancy permit. The as-built development site plan survey shall be prepared and sealed by a registered architect,

engineer, or surveyor. Include a note which states that the height was calculated based on all applicable provisions of the Zoning Ordinance. *** (P&Z) (T&ES)

23. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)
24. If there are outstanding performance, completion or other bonds for the benefit of the City in effect for the property at such time as it may be conveyed or sold to a party other than the applicant, a substitute bond 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)

F. WASTEWATER / SANITARY SEWERS:

25. The applicant shall submit a letter to the Director of Transportation & Environmental Services prior to release of the Final Site Plan acknowledging that this property will participate, if the City adopts a plan prior to release of the building permit, to require equal and proportionate participation in an improvements plan to mitigate wet weather surcharging in the Taylor Run Trunk Sewer sanitary sewer shed. (T&ES)
26. The sewer connection fee must be paid prior to release of the site plan. * (T&ES)

G. STREETS / TRAFFIC:

27. If the City's existing public infrastructure is damaged during construction, or patch work required for utility installation then the applicant shall be responsible for construction/ installation or repair of the same as per the City of Alexandria standards and specifications and to the satisfaction of Director, Transportation and Environmental Services. (T&ES)
28. A pre-construction walk/survey of the site shall occur with Transportation and Environmental Services Construction & Inspection staff to document existing conditions prior to any land disturbing activities. (T&ES)
29. Mark all private street signs that intersect a public street with a fluorescent green strip to notify the plowing crews, both City and contractor, that they are not to plow those streets. (T&ES)
30. Preferably a separation of 150', with a minimum of 100' between the beginning of street corner radius and any driveway apron radius shall be maintained on arterial and collector roadways; however, a minimum of 30 feet separation between beginning of street corner radius and any driveway apron radius shall be maintained on residential streets. Additional curb cuts are not recommended since these will impede traffic flow. (T&ES)

31. Asphalt patches larger than 20% 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, will require full curb to curb restoration. (T&ES)

H. UTILITIES:

32. Locate all private utilities without a franchise agreement outside of the public right-of-way and public utility easements. (T&ES)
33. No transformer and switch gears shall be located in the public right of way. (T&ES)

I. SOILS:

34. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments. (T&ES)

J. WATERSHED, WETLANDS, & RPAs:

35. The stormwater collection system is located within the Taylor Run watershed. All on-site stormwater curb inlets and public curb inlets within 50 feet of the property line shall be duly marked using standard City markers, or to the satisfaction of the Director of T&ES. (T&ES)
36. Provide Environmental Site Assessment Notes that clearly delineate the individual components of the RPA (where applicable) as well as the total geographic extent of the RPA, to include the appropriate buffer, in a method approved by the Director of Transportation and Environmental Services. The Environmental Site Assessment shall also clearly describe, map or explain intermittent streams and associated buffer; highly erodible and highly permeable soils; steep slopes greater than 15 percent in grade; known areas of contamination; springs, seeps or related features; and a listing of all wetlands permits required by law. (T&ES)

K. STORMWATER MANAGEMENT:

37. The City of Alexandria's stormwater management regulations regarding water quality are two-fold: 1) state phosphorus removal requirement and 2) Alexandria Water Quality Volume Default. Compliance with the state phosphorus reduction requirement does not relieve the applicant from the Alexandria Water Quality Default requirement. The Alexandria Water Quality Volume Default, as determined by the site's post-development impervious area shall be treated in a Best Management Practice (BMP) facility. (T&ES)
38. Provide 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.

The project must use hydrologic soil group “D” in the spreadsheet unless a soils report from a soil scientist or geotechnical engineer delineates onsite soils otherwise. (T&ES)

39. All stormwater Best Management Practices (BMPs) must be designed to comply with the most recent standards and specifications published in the Virginia Stormwater BMP Clearinghouse. Provide complete design details for all BMPs. This includes site specific plan views, cross sections, planting plans, and complete design calculations for each BMP. (T&ES)
40. Provide a BMP table with a separate listing for each individual BMP that includes the name of the practice, total area treated (acres), pervious area treated (acres), impervious area treated (acres), phosphorous removal efficiency (percentage), phosphorous removed by the practice (lbs.), and latitude and longitude in decimal degrees (T&ES)
41. The stormwater Best Management Practices (BMPs) required for this project shall be constructed and installed under the direct supervision of the design professional or his designated representative. Prior to release of the performance bond, the design professional shall submit a written certification to the Director of T&ES that the BMPs are:
 - a. Constructed and installed as designed and in accordance with the 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. Surface-installed stormwater Best Management Practice (BMP) measures, i.e. Bio-Retention Filters, Vegetated Swales, etc. that are employed for this site, require installation of descriptive signage to the satisfaction of the Director of T&ES. (T&ES)
43. Submit two (2) originals of the stormwater quality BMP Maintenance Agreement, to include the BMP Schedule and Guidelines Addendum with the City to be reviewed as part of the Final #2 Plan. The agreement must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the Final Site Plan. * (T&ES)
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 (3) years and develop an Owner’s Operation and Maintenance Manual for all Best Management Practices (BMPs) on the project. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements including mechanical or electrical equipment; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the maintenance contract shall be submitted to the City. ****(T&ES)

45. Submit a copy of the Operation and Maintenance Manual to the T&ES Stormwater Management Division on digital media prior to release of the performance bond. *****(T&ES)
46. Prior to release of the performance bond, the Applicant is required to submit a certification by a qualified professional to the satisfaction of the Director of T&ES that any existing stormwater management facilities adjacent to the project and associated conveyance systems were not adversely affected by construction operations. If maintenance of the facility or systems were required in order to make this certification, provide a description of the maintenance measures performed. *****(T&ES)
47. Prior to the release of the performance bond, the Applicant is required to submit construction record drawings for permanent stormwater management facilities to the City. The drawings must be appropriately signed and sealed by a professional registered in the Commonwealth of Virginia and certify that the stormwater management facilities have been constructed in accordance with the approved plan. (SWM)
48. Submit soil testing for the bioretention areas and location of seasonal high-water tables. (SWM)

L. CONTAMINATED LAND:

49. Indicate whether or not there is any known soil and groundwater contamination present on the plan. The applicant must submit supporting reports for associated environmental investigations or assessments performed to substantiate this determination. (T&ES)
50. If environmental site assessments or investigations discover the presence of contamination on site, the final [site plan/demo plan/grading plan] shall not be released, and no construction activity shall take place until the following has been submitted and approved by the Director of T&ES:
 - a. Submit a Site Characterization Report/Extent of Contamination Study detailing the location, applicable contaminants, and the estimated quantity of any contaminated soils and/or groundwater at or in the immediate vicinity of the site.
 - b. Submit a Risk Assessment indicating any risks associated with the contamination.
 - c. Submit a Remediation Plan detailing how any contaminated soils and/or groundwater will be dealt with, including plans to remediate utility corridors. Utility corridors in contaminated soil shall be over excavated by 2 feet and backfilled with “clean” soil. Include description of environmentally sound methods of off-site transport and disposal of contaminated soils and debris (including, but not limited to types of vehicles appropriate for handling specific materials and ensuring vehicle loads are covered).

- d. Submit a Health and Safety Plan indicating measures to be taken during remediation and/or construction activities to minimize the potential risks to workers, the neighborhood, and the environment.
 - e. The applicant shall screen for PCBs as part of the site characterization if any of the past uses are within the identified high-risk category sites for potential sources of
 - f. residual PCBs, which includes the following 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,
 - g. and Sanitary Services), 5093 (Scrap Metal Recycling), and 1221&1222 (Bituminous Coal).
 - h. Applicant shall submit three (3) electronic and two (2) hard copies of the above. The remediation plan must be included in the Final Site Plan. * (T&ES)
51. Should any unanticipated contamination, underground storage tanks, drums or containers be encountered at the site during construction, the Applicant must immediately notify the City of Alexandria Department of Transportation and Environmental Services, Office of Environmental Quality. Should unanticipated conditions warrant, construction within the impacted area shall be stopped until the appropriate environmental reports identified in a. through f. above are submitted and approved at the discretion of the Director of Transportation and Environmental Services. This shall be included as a note on the Final Site Plan. (T&ES)
52. If warranted by a Site Characterization report, design and install a vapor barrier and ventilation system for buildings and parking areas in order 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. (T&ES)

M. AIR POLLUTION:

53. If fireplaces are utilized in the development, the Applicant is required to install gas fireplaces to reduce air pollution and odors. Animal screens must be installed on chimneys. (T&ES)

N. ARCHAEOLOGY:

54. Hire a professional archaeological consultant to conduct a systematic metal detector survey of the 3.33-acre project area. Contact Alexandria Archaeology for additional guidance (703-746-4399). The consultant shall then produce an executive management summary with a map of locations of any finds and an attached inventory. (Archaeology)
55. The Final Site Plan, Grading Plan, or any other permits involving ground disturbing activities (such as coring, grading, filling, vegetation removal, undergrounding utilities, pile driving, landscaping and other excavations as defined in Section 2-151 of the

Zoning Ordinance) shall not be released until the City archaeologist confirms that all archaeological field work has been completed or that an approved Archaeological Evaluation plan and any required Resource Management Plans will be implemented to recover significant resources before or in concert with construction activities.*(Archaeology)

56. Call Alexandria Archaeology immediately (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 area of the discovery until a City archaeologist comes to the site and records the finds. The language noted above
57. shall be included on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology)
58. The applicant shall not allow any non-professional metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure 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)
59. The final certificate of occupancy shall not be issued for this property until the final archaeological report has been received and approved by the City Archaeologist. *** (Archaeology)

CITY DEPARTMENT CODE COMMENTS

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

Planning and Zoning

- C - 1 As-built documents for all landscape and irrigation installations are required to be submitted with the Site as-built and request for Performance Bond release. Refer to City of Alexandria Landscape Guidelines, Section III A & B. **** (P&Z) (T&ES)
- C - 2 Tree conservation and protection plans shall identify all trees to be removed, and all trees to be protected / preserved. Construction methods to reduce disturbance within driplines shall also be identified. An on-site inspection of existing conditions shall be held with the City Arborist and Natural Resources Division Staff prior to the preparation of the Tree Conservation and Protection Plan.
- C - 3 The landscape elements of this development shall be subject to the Performance and Maintenance bonds, based on criteria established by the City and available through T&ES. Release of Performance and Maintenance Bonds are subject to inspections by City staff per City Code requirements. A final inspection for landscaping is also required three (3) years after completion. **** (P&Z) (T&ES)

Transportation and Environmental Services

- F - 1. Alexandria's Complete Streets Guidelines were created to ensure that Alexandria's streets meet the needs of all users, including pedestrians, bicyclists, transit users, drivers, residents, workers, visitors, and business owners and to protect the City's environmental quality by incorporating green infrastructure. A way to incorporate this vision would be to provide a campus-wide pedestrian plan with a future project submission. The goals would be to promote safe walkability throughout the campus by connecting faculty housing to school buildings, public transit, bicycle racks and other site amenities as mutually determined.
- F - 2. Since the record drawings, maps, and other documents of the City of Alexandria, State, and Federal agencies show the true north pointing upwards, therefore, the Site Plan shall show the true north arrow pointing upward as is customary; however, for the sake of putting the plan together and/or ease of understanding, the project north arrow pointing upward, preferably east, or west may be shown provided it is consistently shown in the same direction on all the sheets with no exception at all. The north arrow shall show the source of meridian. The project north arrow pointing downward will not be acceptable even if, it is shown consistently on all the sheets. (T&ES)
- F - 3. The Final Site Plan must be prepared per the requirements of Memorandum to Industry 02-09 dated December 3, 2009, Design Guidelines for Site Plan Preparation, which is available at the City's following web address:

<http://alexandriava.gov/uploadedFiles/tes/info/Memo%20to%20Industry%20No.%2002-09%20December%203,%202009.pdf>

- F - 4. The plan shall show sanitary and storm sewer, and water line in plan and profile in the first final submission and cross reference the sheets on which the plan and profile is shown, if plan and profile is not shown on the same sheet. Clearly label the sanitary and storm sewer, or water line plans and profiles. Provide existing and proposed grade elevations along with the rim and invert elevations of all the existing and proposed sanitary and storm sewer at manholes, and water line piping at gate wells on the respective profiles. Use distinctive stationing for various sanitary and storm sewers (if applicable or required by the plan), and water line in plan and use the corresponding stationing in respective profiles. (T&ES)
- F - 5. The Plan shall include a dimension plan with all proposed features fully dimensioned and the property line clearly shown. (T&ES)
- F - 6. Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F - 7. The applicant is advised that although the project is grandfathered as provided by the Virginia Stormwater Management Program (VSMP) Permit Regulations (9VAC25-870-48), portions of the project not under construction by July 1, 2019 will become subject to any new technical stormwater criteria adopted by the State Water Control Board incorporated into City ordinance, including but not limited to the Part IIB technical criteria (9VAC25-870-63) as found in Article XIII, Section 13-109 of the Zoning Ordinance. (T&ES)
- F - 8. All storm sewers shall be constructed to the City of Alexandria standards and specifications. Minimum diameter for storm sewers shall be 18" in the public Right of Way (ROW) and the minimum size storm sewer catch basin lead is 15". The acceptable
- F - 9. pipe materials will be Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. Alternatively, AWWA C-151 (ANSI A21.51) Class 52 may be used if approved by the Director of T&ES. For roof drainage system, Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26 and ASTM 1785-76 Schedule 40 pipes will be acceptable. The acceptable minimum and maximum velocities will be 2.0 fps and 15 fps, respectively. The storm sewers immediately upstream of the first manhole in the public Right of Way shall be owned and maintained privately (i.e., all storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES) [Include this condition on all plans.]
- F - 10. All sanitary sewers shall be constructed to the City of Alexandria standards and specifications. Minimum diameter of sanitary sewers shall be 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 will be acceptable for single family residences. The acceptable pipe materials will be Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26, ASTM 1785-76 Schedule 40, Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52, or reinforced concrete pipe ASTM C-76 Class IV (For 12 inch or larger diameters); Class III may be acceptable on private properties. The acceptable minimum and maximum velocities will be 2.5 fps and 10 fps, respectively. Laterals shall be connected to the sanitary sewer through a manufactured "Y" or "T" or approved sewer saddle. Where the laterals are being connected to existing Terracotta pipes, replace the section of main and

provide manufactured “Y” or “T”, or else install a manhole. (T&ES) [Include this condition on all plans.]

- F - 11. Lateral Separation of Sewers and Water Mains: A horizontal separation of 10 feet (edge to edge) shall be provided between a storm or sanitary sewer and a water line; however, if this horizontal separation cannot be achieved then the sewer and water main shall be installed in separate trenches and the bottom of the water main shall be at least 18 inches above of the top of the sewer. If both the horizontal and vertical separations cannot be achieved, then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. (T&ES)
- F - 12. Crossing Water Main Over and Under a Sanitary or Storm Sewer: When a water main over crosses or under crosses a sanitary / storm sewer then the vertical separation between the bottom of one (i.e., sanitary / storm sewer or water main) to the top of the other (water main or sanitary / storm sewer) shall be at least 18 inches for sanitary sewer and 12 inches for storm sewer; however, if this cannot be achieved then both the water main and the sanitary / storm sewer shall be constructed of Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 with joints that are equivalent to water main standards for a distance of 10 feet on each side of the point of crossing. A section of water main pipe shall be centered at the point of crossing and the pipes shall be pressure tested in place without leakage prior to installation. Sewers crossing over the water main shall have adequate structural support (concrete pier support and/or concrete encasement) to prevent damage to the water main. Sanitary sewers under creeks and storm sewer pipe crossings with less than 6-inch clearance shall be encased in concrete. (T&ES)
- F - 13. No water main pipe shall pass through or come in contact with any part of sanitary / storm sewer manhole. Manholes shall be placed at least 10 feet horizontally from the water main whenever possible. When local conditions prohibit this horizontal separation, the manhole shall be of watertight construction and tested in place. (T&ES)
- F - 14. Crossing Existing or Proposed Utilities: Underground telephone, cable T.V., gas, and electrical duct banks shall be crossed maintaining a minimum of 12 inches of separation or clearance with water main, sanitary, or storm sewers. If this separation cannot be achieved, then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 for 10 feet on each side of the point of crossing and pressure tested in place without leakage prior to installation. Sanitary / storm sewers and water main crossing over the utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES)
- F - 15. The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES)
- F - 16. Dimensions of parking spaces, aisle widths, etc. within the parking garage shall be provided on the plan. Note that dimensions shall not include column widths. (T&ES)

- F - 17. Show the drainage divide areas on the grading plan or on a sheet showing reasonable information on topography along with the structures where each sub-area drains. (T&ES)
- F - 18. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES) [Include this condition on all plans.]
- F - 19. All the existing and proposed public and private utilities and easements shall be shown on the plan and a descriptive narration of various utilities shall be provided. (T&ES)
- F - 20. A Maintenance of Traffic Plan shall be provided within the Construction Management Plan and replicate the existing vehicular and pedestrian routes as nearly as practical and the pedestrian pathway shall not be severed or moved for non-construction activities such as parking for vehicles or the storage of materials or equipment. Proposed traffic control plans shall provide continual, safe and accessible pedestrian pathways for the duration of the project. These sheets are to be provided as "Information Only." (T&ES)
- F - 21. The following notes shall be included on all Maintenance of Traffic Plan Sheets: (T&ES)
- a. The prepared drawings shall include a statement "FOR INFORMATION ONLY" on all MOT Sheets:
 - b. The sidewalks shall remain open during construction. If sidewalks must be closed, pedestrian access shall be maintained adjacent to the site per memo to industry No. [x], or to the satisfaction of the Director of T&ES throughout the construction of the project. The maintenance of pedestrian access shall be included in the Construction Management Plan and will be approved by T&ES. (T&ES)
 - c. Any bicycle facilities adjacent to the site shall remain open during construction. If a bicycle facility cannot be maintained on the street adjacent to the site, access shall be maintained by diverting the cyclists into a travel lane through the implementation of appropriate signage, by shifting existing lanes, or through the creation of an off-street diversion directly adjacent to the travel path. Access shall be maintained to the satisfaction of the Director of T&ES throughout the construction of the project. (T&ES)
- F - 22. Add complete streets tabulation to the cover sheet with the Final 1 submission. (T&ES)
- C - 1 Parking ratio requirement adjustment. Any parking requirement may be adjusted within 5% of the requirement if the director of Planning and Zoning determines that physical requirements of the building prevent compliance with the specific number of parking spaces required. (Section 8-200(A)(2)(c)(i) of the Zoning Ordinance) (T&ES) (P&Z)
- C - 2 Per the requirements of the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development stormwater flow from the

site is reduced from the pre-development flow. The Plan shall demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES)

- C - 3 Per the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, Environmental Management Ordinance, the applicant shall comply with the stormwater quality and quantity requirements and provide channel protection and flood protection in accordance with these requirements. If combined uncontrolled and controlled stormwater outfall is proposed, the peak flow requirements of the Zoning Ordinance shall be met. If the project site lies within the Braddock-West watershed or known flooding area, then the applicant shall provide an additional 10 percent storage of the pre-development flows in this watershed to meet detention requirements. (T&ES)
- C - 4 Per the requirements of Article 13-114 (f) of the AZO, all stormwater designs that require analysis of pressure hydraulic systems, including but not limited to the design of flow control structures and stormwater flow conveyance systems shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. The design of storm sewer shall include the adequate outfall, inlet, and hydraulic grade line (HGL) analyses that shall be completed to the satisfaction of the Director of T&ES. Provide appropriate reference and/or source used to complete these analyses. (T&ES)
- C - 5 If it is determined that the site is not in compliance with Section 13-1-3 of the City Code, then the applicant shall make additional improvements to adjust lighting levels to the satisfaction of the Director of T&ES to comply with the Code. (T&ES)
- C - 6 Location of customer utility services and installation of transmission, distribution and main lines in the public rights of way by any public service company shall be governed by franchise agreement with the City in accordance with Title 5, Chapter 3, Section 5-3-2 and Section 5-3-3, respectively. The transformers, switch gears, and boxes shall be located outside of the public right of way. (T&ES)
- C - 7 (a) Per the requirements of Section 5-3-2, Article A, Chapter 3 of the City of Alexandria Code, all new customer utility services, extensions of existing customer utility services and existing overhead customer utility services supplied by any existing overhead facilities which are relocated underground shall, after October 15, 1971 be installed below the surface of the ground except otherwise exempted by the City Code and to the satisfaction of the Director, Department of Transportation and Environmental Services. (b) Per the requirements of Section 5-3-3, Article A, Chapter 3 of the City of Alexandria Code, all new installation or relocation of poles, towers, wires, lines, cables, conduits, pipes, mains, and appurtenances used or intended to be used to transmit or distribute any service such as electric current, telephone, telegraph, cable television, traffic control, fire alarm, police communication, gas, water, steam or petroleum, whether or not on the streets, alleys, or other public places of the City shall, after October 15, 1971, be installed below the surface of the ground or below the surface in the case of bridges and elevated highways except otherwise exempted by the City Code and to the satisfaction of Director, Department of Transportation and Environmental Services. (T&ES)

- C - 8 Per the requirements of Title 4, Chapter 2, Article B, Section 4-2-21, Appendix A, Section A 106(6), Figure A 106.1 Minimum Standards for Emergency Vehicle Access: provide a total turning radius of 25 feet to the satisfaction of Directors of T&ES and Office of Building and Fire Code Administration and show turning movements of standard vehicles in the parking lot as per the latest AASHTO vehicular guidelines. (T&ES)
- C - 9 The applicant shall provide required storage space for both trash and recycling materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines", or to the satisfaction of the Director of Transportation & Environmental Services. The plan shall show the turning movements of the collection trucks and the trucks shall not back up to collect trash or recycling. The City's storage space guidelines are available online at: www.alexandriava.gov/solidwaste or by contacting the City's Solid Waste Division at 703-746-4410, or via email at commercialrecycling@alexandriava.gov. (T&ES)
- C - 10 The applicant shall be responsible to deliver all solid waste, as defined by the City Charter and Code of the City of Alexandria, to the Covanta Energy Waste Facility located at 5301 Eisenhower Avenue. A note to that effect shall be included on the plan. The developer further agrees to stipulate in any future lease or property sales agreement that all tenants and/or property owners shall also comply with this requirement. (T&ES)
- C - 11 The applicants shall submit a Recycling Implementation Plan (RIP) form to the Solid Waste Division, as outlined in Article H of Title 5 (Ordinance Number 4438), which requires all commercial properties to recycle. Instructions for how to obtain a RIP form can be found at: www.alexandriava.gov/solidwaste or by calling the Solid Waste Division at 703.746.4410 or by e-mailing CommercialRecycling@alexandriava.gov. (T&ES)
- C - 12 All private streets and alleys shall comply with the City's Minimum Standards for Private Streets and Alleys and with the City's Complete Streets Guidelines. (T&ES)
- C - 13 Bond for the public improvements must be posted prior to release of the site plan. * (T&ES)
- C - 14 Plans and profiles of utilities and roads in public easements and/or public Right of Way must be approved prior to release of the plan. * (T&ES)
- C - 15 Provide a phased erosion and sediment control plan consistent with grading and construction plan. The erosion and sediment controls shall be confined to the owner's property. Extension of erosion and sediment controls in the public right of way, if required, must be approved as part of the Construction Management Plan. (T&ES)
- C - 16 Per the Memorandum to Industry, dated July 20, 2005, the applicant is advised regarding a requirement that applicants provide as-built sewer data as part of the final as-built process. Upon consultation with engineering firms, it has been determined that initial site survey work and plans will need to be prepared using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Control points/Benchmarks which were used to establish these coordinates should be referenced on the plans. To ensure that this requirement is achieved, the applicant is requested to prepare plans in this format including initial site survey work if necessary. (T&ES)

- C - 17 The thickness of sub-base, base, and wearing course shall be designed using “VDOT Test Method” as set forth on page 3-76 of the second edition of a book entitled, “Data Book for Civil Engineers, Volume One, Design” written by Elwyn E. Seelye. Values of California Bearing Ratios used in the design shall be determined by field and/or laboratory tests. An alternate pavement section for Emergency Vehicle Easements (EVE) to support H-20 loading designed using California Bearing Ratio (CBR) determined through geotechnical investigation and using Virginia Department of Transportation (VDOT) method (Vaswani Method) and standard material specifications designed to the satisfaction of the Director of Transportation and Environmental Services (T&ES) will be acceptable. (T&ES)
- C - 18 All pedestrian, traffic, and way finding signage shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition to the satisfaction of the Director of T&ES. (T&ES)
- C - 19 No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travelways unless otherwise permitted by the City Code. (T&ES)
- C - 20 All driveway entrances, curbing, etc. in the public ROW or abutting public ROW shall meet City design 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 The applicant shall comply with the City of Alexandria’s Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C - 23 All construction activities must comply with the Alexandria Noise Control Code Title 11, Chapter 5, Section 11-5-4(b)(15), which permits construction activities to occur between the following hours:
- a. Monday Through Friday from 7 AM To 6 PM and Saturdays from 9 AM to 6 PM.
No construction activities are permitted on Sundays and holidays.
 - b. Section 11-5-4(b)(19) further restricts the Pile Driving to the following hours:
Monday Through Friday from 9 AM To 6 PM and Saturdays from 10 AM to 4 PM
 - c. No pile driving is permitted on Sundays and holidays.
 - d. Section 11-5-109 restricts work in the right of way for excavation to the following:
Monday through Saturday 7 AM to 5 pm
No excavation in the right of way is permitted on Sundays. (T&ES)
- C - 24 The applicant shall comply with the Article XIII of the City of Alexandria Zoning Ordinance, which includes requirements for stormwater pollutant load reduction, treatment

of the Alexandria Water Quality Volume Default and stormwater quantity management.
(T&ES)

- C - 25 The applicant shall comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. (T&ES)
- C - 26 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, and/or Virginia Marine Resources shall be in place for all project construction and mitigation work prior to release of the Final Site Plan. This includes the state requirement for a state General VPDES Permit for Discharges of Stormwater from Construction Activities (general permit) and associated Stormwater Pollution Prevention Plan (SWPPP)_for land disturbing activities equal to or greater than one acre. See memo to industry 08-14 which can be found on-line here: <http://alexandriava.gov/tes/info/default.aspx?id=3522>. *(T&ES)
- C - 27 The applicant must provide a Stormwater Pollution Prevention Plan (SWPPP) Book with the Final 1 submission. The project's stormwater management (SWM) plan and the erosion and sediment control (E&SC) plan must be approved prior to the SWPPP being deemed approved and processed to receive coverage under the VPDES Construction General Permit. Upon approval, an electronic copy of the approved SWPPP Book must be provided with the Mylar submission and the coverage letter must be copied onto the plan sheet containing the stormwater management calculations. An electronic copy and a hardcopy of the SWPPP Binder Book must be included in the released site plans, and the approved hardcopy SWPPP Binder Book must accompany the construction drawings onsite.
- C - 28 Separate parcel owners will be required to seek separate VPDES Construction General Permit Coverage unless a blanket entity incorporated in Virginia has control of the entire project. (T&ES-Storm)

Code Administration (Building Code)

- F - 1. The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact the Code Administration Office, Plan Review Supervisor at 703-746-4200.
- C - 1 New construction or alterations to existing structures must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C - 2 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) total floor area per floor; e) height of structure f) non-separated or separated mixed use g) fire protection system requirements.
- C - 3 A soils report must be submitted with the building permit application for all new and existing building structures.

- C - 4 The most restrictive type of construction shall apply to the structure for height and area limitations for non-separated uses.
- C - 5 Where required per the current edition Virginia Uniform Statewide Building Code exits, parking, and facilities shall be accessible for persons with disabilities.
- C - 6 A wall location plat prepared by a land surveyor is required to be submitted to the Department of Code Administration prior to any building framing inspection.

Police

- R - 1. It is recommended that the buildings have an address number which is contrasting in color to the background, at least 3 inches high, reflective, and visible from the street placed on the front and back of each home. It is strongly suggested that no brass or gold colored numbers are used. This aids in a timely response from emergency personnel should they be needed.
- R - 2. It is recommended that all the ground floor level windows be equipped with a device or hardware that allows windows to be secured in a partially open position. This is to negate a “breaking and entering” when the windows are open for air.
- R - 3. It is recommended that a “door-viewer” (commonly known as a peep-hole) be installed on all doors on the ground level that lead directly into an apartment. This is for the security of the occupant.

Archaeology

- F - 1. This property was part of an estate in the early 19th century. During the Civil War, numerous Union Army encampments were located in the vicinity of this development site.

Previous archaeological studies in the vicinity have uncovered significant cultural resources mainly evidence of Civil War encampments. The potential for intact significant archaeological resources to be present within the proposed 3.33-acre impact area is good.

- C - 1 All required archaeological preservation measures shall be completed in compliance with Section 11-411 of the Zoning Ordinance.

Asterisks denote the following:

- * Condition must be fulfilled prior to release of the Final Site Plan
- ** Condition must be fulfilled prior to release of the building permit
- *** Condition must be fulfilled prior to release of the certificate of occupancy
- **** Condition must be fulfilled prior to release of the bond

Development SUP # _____

ALL APPLICANTS MUST COMPLETE THIS FORM.

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

1. The applicant is: (check one)

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

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

The Protestant Episcopal High School (EHS) is a Virginia nonstock corporation. EHS is governed a twenty-four (24) member Board of Trustees.

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

☒ **Yes.** Provide proof of current City business license.

☐ **No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

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

Name	Address	Percent of Ownership
1. The Protestant Episcopal High School in Virginia (EHS)	1200 Quaker Lane Alexandria, Virginia 22302	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 1200 North Quaker Lane (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. EHS	1200 N. Quaker Lane Alexandria, Virginia 22302	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. EHS	NONE	
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.

April 5, 2018

Duncan W. Blair, Attorney

Date

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.)

EHS is requesting a Development Special Use Permit to expand the existing private school

governed by SUP #2017-0022 by constructing six (6) new single family dwelling for faculty homes.

Other than the construction of the proposed single family dwellings, there is no intensification

of SUP # 2017-0022 governing the use of the property as a private school.

Development SUP # _____

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

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

No change from SUP # 2017-0022

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

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

No change from SUP # 2017-0022

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

Day	Hours	Day	Hours
No change from SUP # 2017-0022			

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

No change from SUP # 2017-0022

B. How will the noise from patrons be controlled?

No change from SUP # 2017-0022

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

No change from SUP # 2017-0022

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

- A. What type of trash and garbage will be generated by the use?
No change from SUP # 2017-0022

- B. How much trash and garbage will be generated by the use?
No change from SUP # 2017-0022

- C. How often will trash be collected?
No change from SUP # 2017-0022

- D. How will you prevent littering on the property, streets and nearby properties?
No change from SUP # 2017-0022

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

☐ Yes. ☒ No.

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

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

☐ Yes. ☒ No.

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

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

No change from SUP # 2017-0022

ALCOHOL SALES

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

[] Yes. ☒ No.

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

PARKING AND ACCESS REQUIREMENTS

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

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

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

12 _____ Standard spaces
 _____ Compact spaces
 _____ Handicapped accessible spaces
 _____ Other

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

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

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

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

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

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? None.
- B. How many loading spaces are available for the use?
- C. Where are off-street loading facilities located?

- D. During what hours of the day do you expect loading/unloading operations to occur?
No change from SUP # 2017-0022

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

No change from SUP # 2017-0022

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?

Yes.
