

***DOCKET ITEM #11***  
***Development Site Plan #2018-0022***  
***Bonaventure Offices – 2903 Mount Vernon Avenue***

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<b>Applicant</b>	<b>General Data</b>	
<b>Project Name:</b> Bonaventure Offices  <b>Location:</b> 2903 Mount Vernon Avenue  <b>Applicant:</b> DE 2903 Mt Vernon and 104 Hume, LLC, represented by M. Catharine Puskar, Attorney.	PC Hearing:	June 4, 2019
	CC Hearing:	N/A
	If approved, DSP Expiration:	June 4, 2021
	Plan Acreage:	0.23 acres (10,352 square feet)
	Zone:	CL/Commercial Low Zone
	Proposed Use:	Office
	Gross Floor Area:	4,514 square feet
	Small Area Plan:	Potomac West / Mount Vernon Overlay
	Green Building:	Flexibility Requested
<b>Purpose of Application</b>		
Consideration of a request for a development site plan with modifications to renovate an existing service garage, add an addition, and convert the building into an approximately 4,500 square foot office building.		
<b>Requested Modifications</b>		
<ul style="list-style-type: none"><li>• Modification of the required supplemental yard setback of 10' along Mount Vernon Avenue per Section 7-1006(A);</li><li>• Modification of the required 25' zone transition setback per Section 7-903(A); and,</li><li>• Modification of the minimum requirement of one street tree per 30' of frontage per Section 11-410(CC).</li></ul>		
<b>Staff Recommendation:</b> APPROVAL WITH CONDITIONS		
<b>Staff Reviewers:</b> Rob Kerns, AICP; Development Division Chief <a href="mailto:rob.kerns@alexandriava.gov">rob.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>		



PROJECT LOCATION MAP

## **I. SUMMARY**

### ***A. Recommendation***

Staff recommends **approval** of the proposal to renovate an existing 1,997 square foot service garage, add additions, and convert the building into an approximately 4,500 square foot office building, 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 to the City, including:

- Utilization of a vacant building to a commercial use in the Mount Vernon Avenue Business Area;
- Improved safety and circulation at the Mount Vernon, Commonwealth, and Hume Avenue intersection due to a reduction to one curb cut on Hume Avenue;
- Increased landscaping and an increase to the 25% crown cover requirement;
- Improved stormwater management through the reduction of impervious surfaces and the addition of a bio retention area;
- Installment of one (1) bicycle rack (two (2) bicycle spaces) on Mount Vernon Avenue; and
- The addition of an ADA accessible pedestrian curb ramp to cross Commonwealth Avenue.

### ***B. Project Description***

The applicant proposes to renovate an existing 1,997 square foot service garage and construct two additions on the sides for the future offices of Bonaventure Realty. The existing building and the two additions are integrated into a cohesive design via a blue, white, and gray tone façade, with brick pillars and metal canopies highlighting prominent building corners and building entrances. The existing building and proposed additions will have a combined total area of 4,514 square feet. The building and main entrance will be oriented southward toward Hume Avenue and will have a seven (7) space off-street parking lot. The applicant is proposing to eliminate the existing vehicular access to the property from Commonwealth and Mount Vernon Avenues and consolidate vehicular access into one curb cut on Hume Avenue. The off-street parking area is framed with a perimeter of landscaping, including seven (7) trees and several low shrubs, with a break for a private, concrete sidewalk that will connect the Mount Vernon Avenue sidewalk to the main building entrance. The applicant is also proposing a small, private concrete patio on the east side of the building and a bioretention area with stormwater discharge to Hume Avenue.

Public improvements include the addition of an octagonal paver sidewalk in the Commonwealth Avenue right-of-way per City standards, concrete sidewalk in the Hume Avenue right-of-way, an ADA accessible sidewalk ramp onto Commonwealth Avenue, an improved ADA accessible sidewalk ramp onto Hume Avenue, and two (2) bicycle parking spots on Mount Vernon Avenue.



## II. BACKGROUND

### *A. Site History & Context*

The 10,352 square foot (0.24 acre) site is located on the east side of the intersection of Mount Vernon Avenue and Commonwealth Avenue, bordered to the south by Hume Avenue. The surrounding uses include office directly to the east at 104 Hume Avenue, single-family residential across the alley to the north, the SunTrust Bank across Hume Avenue to the south and Colesanto Park to the west across Mount Vernon Avenue. Access to the site is currently provided from several broad curb cuts; two off Hume Avenue and a third from Commonwealth Avenue.

The site is essentially flat and rectangular and is improved with parking, five (5) existing on-site trees and one building, the former Anthony's Auto Center. The building was constructed in 1983 and is currently unoccupied. In 2007, DSUP #2007-0035 was approved to allow the construction of a two-story office building with ground floor retail with at-grade parking, under the Mount Vernon Avenue Plan Design Guidelines. The DSUP approval was granted a two-year extension with DSUP #2012-0010, however, the applicant was unable to complete the financing for the project and the development approval expired in 2014.

## III. ZONING

The following table summarizes the zoning requirements per the current CL/Commercial Low Zone and the proposed project.

**Table 1: Zoning**

<b>Property Address:</b>	2903 Mount Vernon Avenue	
<b>Total Site Area:</b>	0.23 acres (10,352 sq. ft.)	
<b>Zone:</b>	CL/Commercial Low Zone	
<b>Current Use:</b>	Vacant Auto Body Shop	
<b>Proposed Use:</b>	Office	
	<b>Permitted/Required</b>	<b>Proposed</b>
<b>Maximum Allowable Gross Floor Area:</b>	5,176 square feet	4,514 square feet
<b>Maximum Height:</b>	35 feet	18.1 feet (top of tower parapet)
<b>Minimum Open Space:</b>	None required	950 square feet (9.5% of site). All at grade
<b>Minimum Setbacks:</b>		
Front:	10 feet (Mount Vernon) None (Commonwealth) None (Hume Avenue)	7.9 feet (Mount Vernon) <sup>1</sup> 1.8 feet (Commonwealth) 37.5 feet (Hume Avenue)
Side:	None (Alley)	1.5 feet (Alley)

Rear:	None (East Property Line)	4.8 feet (East Property Line)
Zone Transition:	25 feet (Alley)	7.5 feet (Alley) <sup>2</sup>
<b>Maximum Parking:</b>	Minimum of 1 space Maximum of 7 spaces	7 spaces
<b>Minimum Loading Spaces:</b>	None required	None proposed
<b>Minimum Street Trees:</b>	1 tree per every 30 linear feet of frontage	No street trees proposed due to site constraints <sup>3</sup>
<sup>1</sup> Modification of the required supplemental yard setback of 10' along Mount Vernon Avenue per Section 7-1006(A) <sup>2</sup> Modification of the required 25' zone transition setback per Section 7-903(A) <sup>3</sup> Modification of the minimum requirement of one street tree per 30' of frontage per Section 11-410(CC)		

## IV. STAFF ANALYSIS

### *A. Consistency with Small Area Plan and Zoning*

#### Potomac West Small Area Plan

The site is located within the Potomac West Small Area Plan boundary. The plan was adopted in 1992, and amended in 2016, and serves as the basis for future policy initiatives and actions affecting land use, zoning capital improvements, and other programs in the small area plan planning area. The small area plan promotes the objectives of the Mount Vernon Avenue Business Area Plan (described in further detail below) but does not call out specific land use or design recommendations for the subject property, other than a zoning designation of the property as CL/Commercial Low and a maximum height restriction of 35 feet to 45 feet.

#### CL/Commercial Low Zone Versus Mount Vernon Avenue Overlay Zone

Projects within the Mount Vernon Overlay Zone have the option of developing under Zoning Ordinance Section 6-606, opting to follow the provisions for form-based development as part of a Special Use Permit, **or** under the CL/Commercial Low zone restrictions. In this case, the applicant has chosen to utilize the underlying CL zoning to redevelop the property with a single-story office building, which is a by-right use in the CL zone.

Per the zoning table, the applicant's proposal complies with the permitted uses, maximum height, FAR, and most other standards of the CL zone. The proposal, however, does not comply with the minimum 10' Mount Vernon Avenue supplemental setback, the minimum 25' zone transition setback, and the minimum street tree requirement and therefore requires modifications. The requested modifications are analyzed in the subsequent section of the staff report.

## ***B. Modifications***

As part of this request, the applicant is requesting three (3) modifications to the requirements of the Zoning Ordinance, as outlined below. Per Section 11-416 of the Zoning Ordinance, the Planning Commission may approve modifications if they determine that such modifications are:

1. 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.

### Mount Vernon Setback

Per Section 7-1006(A), the applicant is required to provide a minimum 10-foot setback from Mount Vernon Avenue in order to “provide sufficient area for use as sidewalks and highway right-of-way and in order to provide for a consistent building line along certain streets”. The applicant is requesting a modification to reduce the setback to 7.9 feet. Staff supports the requested modification as the proposed setback is consistent with the setback of other properties along Mount Vernon Avenue and does not impede the City’s ability to provide ADA compliant sidewalk along the property’s frontage.

1. *Necessary or desirable to good site development:* A small portion of the proposed building addition is in the required 10-foot setback. Re-locating the building outside of the 10-foot setback would further reduce the size of the already small addition and limit its utility.
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:*  
As the Zoning Ordinance states, the 10-foot setback is intended to provide sufficient area for use as sidewalk and provide a consistent building line along Mount Vernon Avenue. The proposal provides adequate sidewalk along this section of Mount Vernon. Further, there is no building wall along the large majority of the property’s frontage along Mount Vernon Avenue and therefore no need to provide a consistent building wall. The small portion of building wall that is adjacent to Mount Vernon generally matches the setback of other properties along Mount Vernon Avenue.
3. *That such modification would not be detrimental to neighboring property or to the public health, safety and welfare:* The reduction of the required setback from 10 feet to 7.9 feet will not impact neighbors or the public since only a small portion of the building is in the setback. Additionally, the reduction does not impede the ability to provide adequate sidewalk and pedestrian access along Mount Vernon Avenue.

### Zone Transition Setback

Per Section 7-903(A), the applicant is required to provide a minimum 25' zone transition setback as measured from the centerline of the 12-foot wide alley to the nearest building. The applicant is requesting a modification as the new additions on the east and west side of the existing building are located approximately 7.5 feet from the centerline of the alley and therefore do not meet the minimum zone 25' zone transition setback.

*1. Necessary or desirable to good site development:*

The requested modification is desirable for good site development. If the additions are setback 25' from the centerline of the alley, the applicant would not be able to provide the current quantity of on-site parking, which in turn would likely have impacts on the neighborhood.

*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:*

The applicant is proposing to improve the north wall of the proposed building with a colorful nichiha pattern and windows so that residences facing the north side of the building are not facing a "blank" wall. The applicant will also improve the landscaping along the north side of the property with low lying shrubs.

*3. That such modification would not be detrimental to neighboring property or to the public health, safety and welfare:* The proposed design will not be detrimental to nearby properties or to public safety as the proposed building additions marginally reduces the existing setback of 8.2 feet to 7.5 feet.

### 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 state that one-street tree is required for every thirty (30) linear feet of right-of-way or lot frontage. According to this formula, the applicant is required to provide approximately seven (7) street trees along the Mount Vernon, Commonwealth, and Hume Avenue frontages. However, due to limited right-of-way width, the applicant is unable to locate street trees in the public right-of-way without interrupting sidewalk access.

The applicant has therefore provided eight (8) trees on the subject property lining the sidewalk along Commonwealth, Mount Vernon, and Hume Avenue frontages, which 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 property owner.

*1. Necessary or desirable to good site development:*

The modification of the street tree requirement is necessary for good site because planting street trees along the Hume, Mount Vernon, or Commonwealth Avenue rights-of-ways would impair 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 street trees, the applicant is providing six (6) new shade trees and preserving two (2) existing trees along the perimeter of the property that must 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 use the sidewalk in front of the property.

*\* This proposal is subject to the 2007 Landscape Guidelines as the concept submission was submitted prior to March 1, 2019.*

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

#### Green Building Policy

The City's Green Building Policy was adopted by City Council in 2009 and established that newly constructed non-residential buildings should achieve a minimum green building certification level of LEED Silver (or equivalent). Since the Policy's adoption in 2009, approximately 95% of new development square footage, completed or under construction, has complied with the Policy.

While the City's Green Building Policy is applicable to all development subject to a Development Site Plan (DSP) or Development Special Use Permit (DSUP), some projects, including small additions to existing buildings, are allowed flexibility from the Policy. Staff believes the policy's flexibility clause is applicable to this proposal. The applicant is requesting flexibility from the policy due to the small scale of the project and concerns with construction and certification costs. The applicant is instead proposing a list of "Energy Green Considerations", included as **Attachment 1**, which includes a list of green building design features, such as low flow fixtures and motion sensor light switches.

#### Public Art Policy

The development proposal is a Development Site Plan (DSP) and is therefore exempt from the City's Public Art Policy.

#### Affordable Housing

Consistent with the City's Procedures Regarding Affordable Housing Contributions, no voluntary affordable housing contribution is required for projects that result in less than 3,000 gross square feet of new development. The total new development area is 2,517 gross square feet.



#### ***D. Building Architecture***

The applicant's building design was developed with the goal of maintaining and expanding the existing auto body shop building on the property. The proposed single-story additions adjoin the east and west side of the existing building and create a continuous building wall along the north property line and 12-foot alley. The building is oriented southward with the main entrance facing Hume Avenue.

An architectural façade of blue, gray, and white nichiha panels seamlessly ties the three building forms into a unified structure. Solid blue nichiha covers the existing building and west addition and then wraps around the north building wall to transition into a mixed colored pattern facing the 12-foot alley. Alternately, solid gray nichiha covers the east building addition and wraps around the north building wall before transitioning to the mixed color pattern along the north façade. Further, two prominent building corners are highlighted with brick columns that extend past the building's main roof line as parapet walls. Dark gray metal awnings cantilever from the masonry columns and the main building entrance facing Hume Avenue. The building has a simple cornice line along the top of the building that refines the overall building presentation.

The building design is accented by several different window designs, but the most notable windows are the large garage style windows that are reminiscent of the existing garage doors from the original auto body use.

#### ***E. Pedestrian and Streetscape Improvements***

Pedestrian improvements include the addition of octagonal paver sidewalk along the Commonwealth Avenue right-of-way per City standards, as well as concrete sidewalk along the Hume Avenue right-of-way, which will replace aging mountable concrete sidewalk in these areas. Additionally, an ADA ramp will be added to the Commonwealth right-of-way and the corner of Mount Vernon and Hume Avenue to provide ADA compliant access to the existing Commonwealth and Hume Avenue crosswalks. One (1) bicycle rack, or (two) bicycle parking spaces, will be added to the Mount Vernon Avenue right-of-way, continuing the provision of bicycle parking along the Mount Vernon Avenue corridor.

#### ***F. Site Circulation & Parking***

The applicant is proposing to improve the disorganized vehicular access to the property by consolidating access into one curb cut on Hume Avenue. The removal of vehicular access from the Mount Vernon and Commonwealth residential arterial road will likely improve traffic safety at the Mount Vernon/Commonwealth intersection by eliminating the ability of vehicles to illegally cut through the property to avoid the intersection's traffic controls. These cut throughs are a hazard to not only other drivers but to pedestrians using the sidewalk along Commonwealth Avenue.

The curb cut on Hume Avenue will provide access to the off-street parking area. The minimum required parking is 0.25 spaces/1,000 square of floor area, or one (1) space, and the maximum required parking is 1.5 spaces/1,000 square feet of floor area, or seven (7) spaces. The applicant is proposing a total number of seven (7) parking spaces (including a handicap space), which is the maximum number of parking spaces allowed.

### ***G. Open Space and Tree Preservation***

The applicant has provided approximately 950 square feet, or 9.5%, of area designated as open space on the subject property, although the CL Zone does not require a minimum open space requirement. The open space areas include a private patio and a small bioretention area, which will discharge treated stormwater to Hume Avenue, and the on-site sidewalk and plantings near the entrance of the building on the west side of the property.

**Table 2: Open Space**

	Entire Site	Public Open Space	Private Open Space
Ground-Level Open Space	950 sf (9.5%)	0 sf (0%)	950 sf (100%)
Above-Grade Open Space	0 sf (0%)	0 sf (0%)	0 sf (0%)
<b>Total</b>	<b>950 sf (9.5%)</b>	<b>0 sf (0%)</b>	<b>950 sf (100%)</b>

The applicant also proposes to frame the property with a combination of both new and existing plantings, effectively creating a green perimeter around the property. Perimeter plantings include low shrubs, the addition of six (6) new on-site trees, and the preservation of two (2) existing Zelkova trees along Mount Vernon Avenue and two (2) Catalpa tree on the east side of the property, for a total of ten (10) on-site trees.

Together, the proposed open space and planting areas will generate a net decrease in impervious surface area of 1,090 square feet and will transform a pavement dominated site into a site with a more appropriate balance of pavement and plantings.

## **V. COMMUNITY**

The applicant solicited community feedback at the Del Ray Citizens Association Land Use Committee meeting on December 11, 2018 and at an Open House held for the surrounding neighbors on March 21, 2019. Citizen feedback did not result in significant changes to the development proposal.

The City provided the Federation of Civic Associations with information regarding the proposed project at its April 2019 general meeting.

## VI. CONCLUSION

Staff recommends **approval** of the Development Site Plan and all modifications requests subject to compliance with all City codes, ordinances, and the Staff recommendations below.

## VII. GRAPHICS

Illustrative Site Plan



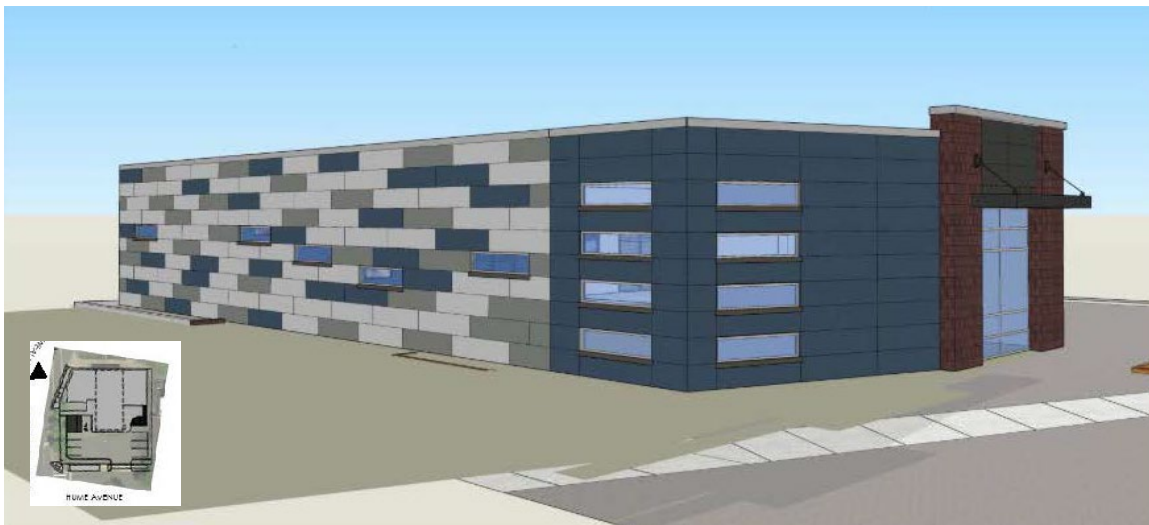
Building Elevation – Looking North



Building Elevation – Looking Northwest



Building Elevation – Looking East



Building Elevation – Looking West





## **VIII. Attachments**

**Attachment 1:** Energy “Green” Considerations for DSP2018-0022 Bonaventure Offices

## Attachment 1

### Energy “Green” Considerations for DSP2018-0022 Bonaventure Offices

Some of the design and construction considerations for positive energy and sustainable design principals are as follows:

#### Building

1. Reuse of existing structure rather than tearing down.
2. Minimal proposed finishes in the design (exposed concrete and exposed structure in garage)
3. Removal of impervious surface on site even with the proposed additions.
4. New bioretention to help control water quality and quantity on and off site.
5. Bike racks provided – Shower provided to encourage bike transportation and active staff.
6. Location in Del Ray for access to public transportation, walkable neighborhood, Metro.

#### Envelope

1. Existing block and brick walls shall be insulated on the exterior face with 1 ½” rigid insulation in screening behind new cementitious panel system.
2. Block cavities will be foam injection insulated
3. New 2x6 walls will have Sprayed insulation rather than batts to provide better air infiltration protection.
4. New footing foundation walls will be insulated with 2” rigid Insulation that will turn back 4 feet under slab.
5. New and existing roofs will be completely re-insulated.

#### Glazing

1. All new aluminum storefront will be 1” double pane with thermally broken frames.
2. All glass will be argon filled and low-E.
3. Insulated glass garage doors (natural light and ventilation on nice days for entire office)
4. LED lighting throughout.

#### Lighting

1. Natural daylight encouraged through open office concept, acrylic wall panels for office dividers to main space.
2. All lighting to be LED.
3. Motion sensor switches in restrooms and work rooms typical.

#### Plumbing

1. Insulated water heaters.
2. Low flow fixtures
3. Dual flush toilets

#### HVAC

5. Higher efficiency (new) HVAC throughout.
6. Programmable thermostats.
7. Insulated and sealed ductwork.

## **IX. STAFF RECOMMENDATIONS:**

1. The Final Site Plan shall be in substantial conformance with the preliminary plan dated March 19, 2019 and comply with the following conditions of approval.

### ***A. PEDESTRIAN/STREETSCAPE:***

2. Provide the following pedestrian improvements to the satisfaction of the Directors of P&Z and T&ES:
  - a. Complete all pedestrian improvements prior to the issuance of a certificate of occupancy permit.
  - b. Construct all new concrete sidewalks to City standards with a minimum unobstructed width of 4 feet.
  - c. Sidewalks shall be flush across all driveway crossings.
  - d. Install ADA accessible pedestrian crossings and curb ramps as shown in the Preliminary Plan. All newly constructed curb ramps in Alexandria shall be concrete with detectable warning and shall conform to current VDOT standards. Any changes must be approved by the Director of T&ES.
  - e. If any existing crosswalks are impacted by construction activities, they shall be replaced with thermoplastic pedestrian crosswalks, which must be designed to the satisfaction of the Director of T&ES. All crosswalks shall be high-visibility crosswalks (white, thermoplastic ladder crosswalks as shown in the Manual on Uniform Traffic Control Devices (MUTCD)).
  - f. All below grade utilities placed within a City sidewalk shall be designed in such a manner as to integrate the overall design of the structure with the adjacent paving materials so as to minimize any potential visible impacts.  
\*\*\* (P&Z)(T&ES)

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

3. Develop, provide, install and maintain an integrated Landscape Plan with the Final Site Plan that is coordinated with other associated site conditions to the satisfaction of the Director of P&Z. Landscape plans shall be submitted in accordance with the City of Alexandria's 2007 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, 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.
  - c. Provide detail, section, and plan drawings for plantings located above-structure and on-grade. Illustrate at-grade and sub-surface conditions, including irrigation, adjacent curb/pavement construction, edge restraint system, dimensions, drainage, and coordination with site utilities.

- d. The location of all pole-mounted lights shall be coordinated with all trees. Light poles shall be located a minimum of ten (10) feet from the base of all proposed trees, and the placement and height of light poles shall take into account the mature size and crown shape of all nearby trees.
  - e. All sidewalks and driveways constructed above tree wells/trenches shall be structurally supported. Areas of uncompacted growing medium shall not be used to support sidewalks and driveways without additional structural support. Provide section details both parallel and perpendicular to the street that verify this requirement.
  - f. Identify the extents of any areas of tree wells/trenches within the sidewalk on the landscape and site plans.
  - g. Provide a plan exhibit that verifies the growing medium in street tree wells/trenches meets the requirements of the City's Landscape Guidelines for soil volume and depth. The plan shall identify all areas that are considered to qualify towards the soil requirements, with numerical values illustrating the volumes. (P&Z)
4. Provide the following modifications to the landscape plan and supporting drawings:
- a. Replace the *Ulmus parvifolia* 'Allee' (Allee Lacebark Elm) with a species listed on the City of Alexandria Plant List.
  - b. Correct the discrepancy between the number of shrubs listed in the canopy coverage calculations table with the number of shrubs listed in the plant schedule. \* (P&Z)
5. Provide a site irrigation and/or water management plan developed installed and maintained to the satisfaction of the Directors of P&Z and Code Administration.
- a. Provide an exhibit that demonstrates that all parts of the site can be accessed by a combination of building mounted hose bibs and ground set hose connections.
  - b. Provide external water hose bibs continuous at perimeter of building. Provide at least one (1) accessible, external water hose bib on all building sides at a maximum spacing of 90 feet apart.
  - c. Hose bibs, ground set water connections and FDCs must be fully accessible and not blocked by plantings, site utilities or other obstructions.
  - d. Install all lines beneath paved surfaces as sleeved connections.
  - e. Locate water sources and hose bibs in coordination with City Staff. (P&Z)
6. Develop a palette of site furnishings in consultation with staff.
- a. Provide location, and specifications, and details for site furnishings that depict the installation, scale, massing and character of site furnishings to the satisfaction of the Directors of P&Z and T&ES.
  - b. Site furnishings may include benches, bicycle racks, trash and recycling receptacles, and other associated features. (P&Z)(T&ES)

**C. TREE PROTECTION AND PRESERVATION:**

7. 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 included in the final site plan submission. \* (P&Z) (RP&CA)
  - a. 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)
8. 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 March 19, 2019 and reduced if possible to retain existing trees and grades. (P&Z)(RP&CA)

**D. BUILDING:**

9. The building design, including the appearance, color and quality of materials, final detailing, and three-dimensional expression shall be consistent with the elevations dated February 15, 2019 and the following conditions. (P&Z)
10. Provide the following building refinements to the satisfaction of the Director of P&Z:
  - a. All wall mounted vents shall be flush mounted and architecturally integrated with the building design with regard to both placement and color.  
\*
  - b. Building Panels may not use a wrap-around trim for mounting to the substructure but may use a Hardie Reveal 2.0 system with 7/16” thick fiber cement panels, nichiha system, or equal, with flush, open joints; exposed fasteners may be either concealed or exposed but finished to match panels. \*\*\* (P&Z)
11. Provide detailed drawings (enlarged and coordinated plan-section-elevation studies, typically at 1/4”=1’-0” scale, in color, with shadows cast at 45 degrees from both left and above to show true depth of recesses and projections) in color to evaluate the building base, entrance canopy, stoops, window and material details including the final detailing, finish and color of these elements during the Final Site Plan review. \* (P&Z)
12. Building materials, finishes, and relationships shall be subject to review and approval by the Department of Planning and Zoning for substantial conformance to

the Preliminary Plan and as set forth in the associated *Guidelines for Preparations of Mock-Up Panels* Memo to Industry, effective May 16, 2013. The following submissions shall be provided to review the materials, finishes and architectural details, prior to selection of final building materials:

- a. Provide a materials board that includes all proposed materials and finishes at first Final Site Plan. \*
  - b. The materials board shall remain with the Department of Planning and Zoning until the final certificate of occupancy, upon which all samples shall be returned to the applicant. \*\*\*
  - c. Provide drawings of a mock-up panel that depict all proposed materials, finishes, and relationships as part of the first Final Site Plan. \*
  - d. Create a mock-up panel display of proposed materials, finishes, and relationships for review and approval prior to final selection of building materials. The mock-up panel display shall be at least four (4) square feet in size and shall be available for outdoor display as needed for staff review. The mock-up panel shall be approved prior to vertical (above-grade) construction and prior to ordering final building materials. \*\*
  - e. The mock-up panel display shall be available on the property as needed for the duration of construction until the first certificate of occupancy. \*\*\* (P&Z)(CODE)
13. The applicant shall work with the City for recycling and/or reuse of the existing building materials as part of the demolition process, including leftover, unused, and/or discarded building materials. (T&ES)(P&Z)
  14. 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)

***E. SIGNAGE:***

15. Design building signs to relate in material, color and scale to the building on which the sign is displayed to the satisfaction of the Director of P&Z.
  - a. Signs shall be designed of high-quality materials and installation of building mounted signage shall not damage the building.
  - b. A sign permit application is required for new or replacement signs and signage shall comply with all applicable codes and ordinances. (P&Z)
16. Internally illuminated box signs are prohibited. Explore the use of exterior illumination. (P&Z)



17. Any freestanding monument sign must comply with Article IX of the Zoning Ordinance. Adjacent plantings should be coordinated with the proposed sign. (P&Z)
18. Install a temporary informational sign as required by Section 11-303(D) of the Zoning Ordinance on the site prior to the approval of the Final Site Plan for the project. The sign shall be displayed until construction is complete or replaced with a temporary sign incorporating the required information; the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project. (P&Z)(T&ES) \*

***F. PARKING:***

19. Provide 2 bicycle parking space(s) per Alexandria's current Bicycle Parking Standards. Bicycle parking standards, acceptable rack types for short- and long-term parking and details for allowable locations are available at: [www.alexandriava.gov/bicycleparking](http://www.alexandriava.gov/bicycleparking). Details on location and type of bicycle parking shall be provided on the Final Site Plan. Bicycle parking must be installed and operational prior to first CO. \*\*\* (T&ES)
20. All on-street parking controls and restrictions within the project area shall be determined by the City. Any such controls and restrictions which the applicant desires shall be shown on the Final Site Plan. (P&Z)(T&ES)

***G. BUS STOPS AND BUS SHELTERS:***

21. Show all existing bus stop(s), bus shelter(s), and bus stop bench(es) in the vicinity of the site on the Final Site Plan. (T&ES) (Code)

***H. SITE PLAN:***

22. Per Section 11-418 of the Zoning Ordinance, the development site plan shall expire and become null and void, unless substantial construction of the project is commenced within 36 months after initial approval and such construction is thereafter pursued with due diligence. The applicant shall provide a written status report to staff 18 months after initial approval to update the City Council on the project status if substantial construction has not commenced at such time. (P&Z)
23. Submit the plat of all applicable easements prior to the Final Site Plan submission. The plat(s) shall be approved prior to or concurrently with the release of the Final Site Plan. \* (P&Z)(T&ES)
24. The plat shall be recorded and a copy of the recorded plat, dedications and deeds shall be submitted with the first request for a building permit. \*\* (P&Z)(T&ES)

25. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of P&Z and T&ES. These items include:
  - a. Location of site utilities including above grade service openings and required clearances for items such as transformers, telephone, HVAC units and cable boxes.
  - b. Minimize conflicts with plantings, pedestrian areas and major view sheds.
  - c. Do not locate above grade utilities in dedicated open space areas and tree wells.
  - d. If applicable, all utilities shall be screened from the public ROW to the satisfaction of the Director of P&Z. (P&Z)(T&ES)(BAR)
26. Provide a lighting plan with the Final Site Plan to verify that lighting meets City standards. The plan shall be to the satisfaction of the Directors of T&ES and/or P&Z in consultation with the Chief of Police and shall include the following:
  - a. Clearly show location of all existing and proposed street lights and site lights, shading back less relevant information.
  - b. Determine if existing lighting meets minimum standards within the City right-of-way adjacent to the site. If lighting does not meet minimum standards, additional lighting shall be provided to achieve City standards or to the satisfaction of the Director of T&ES.
  - c. A lighting schedule that identifies each type and number of all fixtures, mounting height, and strength of fixture in Lumens or Watts.
  - d. All proposed light fixtures in the City right of way shall be basic, approved Dominion LED light fixtures.
  - e. Manufacturer's specifications and details for all proposed fixtures including site, landscape, pedestrian, sign(s) and security lighting.
  - f. A photometric plan with lighting calculations that include all existing and proposed light fixtures, including any existing street lights located on the opposite side(s) of all adjacent streets. Photometric calculations must extend from proposed building face(s) to property line and from property line to the opposite side(s) of all adjacent streets and/or 20 feet beyond the property line on all adjacent properties and rights-of-way. Show existing and proposed street lights and site lights.
  - g. Photometric site lighting plan shall be coordinated with architectural/building mounted lights, site lighting, street trees and street lights to minimize light spill into adjacent residential areas.
  - h. If site lights are included in the photometric plan to comply with City's lighting standards then these lights shall be put on photovoltaic switches.
  - i. Provide location of conduit routing between site lighting fixtures so as to avoid conflicts with street trees.
  - j. Detail information indicating proposed light pole and any footing in relationship to adjacent grade or pavement. All light pole foundations shall be concealed from view or light poles shall be direct bury.
  - k. The lighting for the areas not covered by the City of Alexandria's standards shall be designed to the satisfaction of Directors of T&ES and P&Z.

- l. Provide numeric summary for various areas (i.e., roadway, walkway/ sidewalk, alley, and parking lot, etc.) in the proposed development.
  - m. Light fixtures for open canopies shall be recessed into the ceiling for any areas that can be seen from the public ROW.
  - n. Upon installation of all exterior light fixtures for the site/building, the applicant shall provide photographs of the site demonstrating compliance with this condition.
  - o. Full cut-off lighting shall be used as applicable at the development site to prevent light spill onto adjacent properties.  
(P&Z)(T&ES)(Police)(BAR)(Code) \*
27. Provide a georeferenced CAD file in .dwg format of the dimension plan of this project. This information will be used to compile a master CAD reference to ensure all elements/layers are correctly located and will connect. (P&Z)(DPI) \*

***I. CONSTRUCTION MANAGEMENT:***

28. 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 show the following information:
- 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 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 (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.
  - 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)
29. Provide off-street parking for all construction workers without charge to the construction workers. The applicant shall be responsible for ensuring that all contractors use the off-street parking provided. For the construction workers who use Metro, DASH, or another form of mass transit to the site, the applicant shall subsidize a minimum of 50% of the fees for mass transit. Compliance with this

condition shall be a component of the construction management plan, which shall be submitted to the Department of P&Z and T&ES prior to Final Site Plan release. This plan shall:

- a. Establish the location of the parking to be provided at various stages of construction, how many spaces will be provided, how many construction workers will be assigned to the work site, and mechanisms which will be used to encourage the use of mass transit.
- b. Provide for the location on the construction site at which information will be posted regarding Metro schedules and routes, bus schedules and routes.
- c. If the off-street construction workers parking plan is found to be violated during the course of construction, a correction notice will be issued to the developer. If the violation is not corrected within five (5) days, a "stop work order" will be issued, with construction halted until the violation has been corrected. (P&Z)(T&ES) \*

30. 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. The plan for maintenance of pedestrian access shall be included in the Construction Management Plan for approval. (T&ES)
31. Bicycle facilities adjacent to the site shall remain open during construction. If a bicycle facility must be closed, bicycle access shall be maintained adjacent to the site per Memo to Industry #04-18 throughout the construction of the project. The plan for maintenance of bicycle access shall be included in the Construction Management Plan for approval by T&ES. (T&ES)
32. No major construction staging shall be allowed within the public right-of-way. The applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. (T&ES) \*\*
33. Any structural elements that extend into the public right of way, including but not limited to footings, foundations, tie-backs etc., must be approved by the Director of T&ES as a part of the Sheeting and Shoring Permit. (T&ES)
34. 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)
35. Prior to commencing clearing and grading of the site, the applicant shall hold a meeting with notice to all adjoining property owners and civic associations to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction. The

Departments of P&Z and T&ES shall be notified a minimum of 14 calendar days prior to the meeting date, and the meeting must be held before any permits are issued. (P&Z)(T&ES)

36. Prior to commencement of landscape installation/planting operations, a pre-installation/construction meeting will be scheduled with the project planner in the Department of P&Z to review the scope of installation procedures and processes. This is in addition to the pre-construction meeting required above. (P&Z)
37. Identify a person who will serve as a liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site and shall be placed on the project sign, to the satisfaction of the Directors of P&Z, and/or and T&ES. (P&Z)(T&ES)
38. Implement a waste and refuse control program during the construction phase of this development. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of T&ES and Code Administration. All wastes shall be properly disposed offsite in accordance with all applicable federal, state and local laws. 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)
39. Temporary construction and/or on-site sales trailer(s) shall be permitted and be subject to the approval of the Director of P&Z. The trailer(s) shall be removed prior to the issuance of a final certificate of occupancy permit. (P&Z)(Code) \*\*\*
40. Submit a wall check prior to the commencement of construction of the first floor above grade framing for the building(s). The wall check shall include the building footprint, as depicted in the 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)
41. Submit an as-built development site plan survey, pursuant to the requirements outlined in the initial as-built submission for occupancy portion of the as-built development site plan survey checklist to the Department of Transportation and Environmental Services Site Plan Coordinator prior to requesting a certificate of occupancy permit. The as-built development site plan survey shall be prepared

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

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

***J. WASTEWATER / SANITARY SEWERS:***

44. The sewer connection fee must be paid prior to release of the site plan. (T&ES) \*
45. If a commercial kitchen is constructed then the kitchen facility shall be provided with an oil & grease separator and the discharge from the separator shall be connected to a sanitary sewer.\* (T&ES)

***K. SOLID WASTE:***

46. If the property is a required user, the development must meet all the minimum street standards in order for the City to provide solid waste collection service. See Alexandria Virginia Code of Ordinances Title 5 Chapter 1 Solid Waste Control. Collection vehicles must be able to pick up solid waste from private streets without backing up. The containers must be stored inside the units or within an enclosure that completely screens them from view. Where the City of Alexandria provides the solid waste collection services; all refuse/recycling shall be placed at the City Right-of-Way for collection. The official setout location of the containers shall be approved by the Director of T&ES. (T&ES)
47. Where the City of Alexandria provides the solid waste collection services; all refuse/recycling shall be placed at the City Right-of-Way. The official setout location of the containers shall be approved by the Director of T&ES. (T&ES)
48. Provide \$896 per receptacle to the Director of T&ES for purchase and installation of one (1) Victor Stanley Ironsites Series model SD-42 receptacle with Dome Lid per block face dedicated to trash collection. The receptacle(s) shall be placed in the public right of way to serve open space and park sites. Receptacles shall be generally located along the property frontage and at strategic locations in the



vicinity of the site as approved by the Director of T&ES. Payment required prior to release of Final Site Plan.\* (T&ES)

49. Provide \$996 per receptacle to the Director of T&ES for the purchase and installation of one (1) Victor Stanley Ironsites Series Model SD-42 blue receptacle with Dome Lid per block face dedicated to recycling collection. The receptacle(s) shall be placed in the public right of way to serve open space and park sites. Receptacles shall be generally located along the property frontage and at strategic locations in the vicinity of the site as approved by the Director of T&ES. Payment required prior to release of Final Site Plan. (T&ES)

***L. STREETS / TRAFFIC:***

50. 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)
51. Show turning movements of standard vehicles in the parking area. Turning movements shall meet AASHTO vehicular guidelines and shall be to the satisfaction of the Director of T&ES. (T&ES)
52. All 90 degree vehicle parking spaces adjacent to a sidewalk less than seven feet shall have wheel stops. (T&ES)
53. 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)

***M. UTILITIES:***

54. Locate all private utilities without a franchise agreement outside of the public right-of-way and public utility easements. (T&ES)
55. All new power and communication lines serving the development shall be undergrounded. (T&ES)
56. No transformer and switch gears shall be located in the public right of way. (T&ES)

***N. WATERSHED, WETLANDS, & RPAs:***

57. The project site lies within Four Mile Run Watershed thus stormwater quantity controls shall be designed to demonstrate that post development stormwater runoff

does not exceed the existing runoff quantities for the 2-year, 10-year, and 100-year storm events. (T&ES)

58. The stormwater collection system is located within the Four Mile 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)
59. 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)

***O. STORMWATER MANAGEMENT:***

60. 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)
61. 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)
62. 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)
63. 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 (NAD83) (T&ES)

64. 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) \*\*\*\*
65. 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)
66. 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) \*
67. 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) \*\*\*\*
68. 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) \*\*\*\*
69. 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) \*\*\*\*

70. 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)

***P. CONTAMINATED LAND:***

71. 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)
72. 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 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. Initial Air Monitoring may be required during site activities to demonstrate acceptable levels of volatiles and/or airborne particles. The determination whether air monitoring is needed must be adequately addressed in the Health and Safety Plan submitted for review.

- e. The applicant shall screen for PCBs as part of the site characterization if any of the past uses are within the identified high risk category sites for potential sources of residual PCBs, which includes 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, and Sanitary Services), 5093 (Scrap Metal Recycling), and 1221&1222 (Bituminous Coal).
  - f. Applicant shall submit three (3) electronic and two (2) hard copies of the above. The remediation plan must be included in the Final Site Plan. (T&ES) \*
73. 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) (CODE)
74. 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. The installed vapor barrier and ventilation system must include a passive ventilation system that can be converted to an active ventilation system if warranted. (T&ES)

***Q. NOISE:***

75. The use must conform to the City noise ordinance. No amplified sound shall be audible at the property lines after 9:00 PM. (T&ES)
76. No vehicles associated with this project shall be permitted to idle for more than 10 minutes when parked. (T&ES)

***R. AIR POLLUTION:***

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

## **CITY DEPARTMENT CODE COMMENTS**

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

### **Planning and Zoning (P&Z)**

- 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 (T&ES)**

- F - 1. Since the record drawings, maps, and other documents of the City of Alexandria, State, and Federal agencies show the true north pointing upwards, therefore, the Site Plan shall show the true north arrow pointing upward as is customary; however, for the sake of putting the plan together and/or ease of understanding, the project north arrow pointing upward, preferably east, or west may be shown provided it is consistently shown in the same direction on all the sheets with no exception at all. The north arrow shall show the source of meridian. The project north arrow pointing downward will not be acceptable even if, it is shown consistently on all the sheets. (T&ES)
- F - 2. The Final Site Plan must be prepared per the requirements of Memorandum to Industry 02-09 dated December 3, 2009, Design Guidelines for Site Plan Preparation, which is available at the City's following web address:  
<http://alexandriava.gov/uploadedFiles/tes/info/Memo%20to%20Industry%20No.%2002-09%20December%203,%202009.pdf>
- F - 3. The plan shall show sanitary and storm sewer, and water line in plan and profile in the first final submission and cross reference the sheets on which the plan and profile is shown, if plan and profile is not shown on the same sheet. Clearly label the sanitary and storm sewer, or water line plans and profiles. Provide existing and proposed grade elevations along with the rim and invert elevations of all the existing and proposed sanitary and storm sewer at manholes, and water line piping at gate wells on the respective profiles. Use distinctive

stationing for various sanitary and storm sewers (if applicable or required by the plan), and water line in plan and use the corresponding stationing in respective profiles. (T&ES)

- F - 4. The Plan shall include a dimension plan with all proposed features fully dimensioned and the property line clearly shown. (T&ES)
- F - 5. Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F - 6. All storm sewers shall be constructed to the City of Alexandria standards and specifications. Minimum diameter for storm sewers shall be 18" in the public Right of Way (ROW) and the minimum size storm sewer catch basin lead is 15". The acceptable pipe materials will be Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. Alternatively, AWWA C-151 (ANSI A21.51) Class 52 may be used if approved by the Director of T&ES. For roof drainage system, Polyvinyl Chloride (PVC) ASTM D-3034-77 SDR 26 and ASTM 1785-76 Schedule 40 pipes will be acceptable. The acceptable minimum and maximum velocities will be 2.0 fps and 15 fps, respectively. The storm sewers immediately upstream of the first manhole in the public Right of Way shall be owned and maintained privately (i.e., all storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES)
- F - 7. 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)
- F - 8. 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 - 9. 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 - 10. 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 - 11. 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 a distance of 10 feet on each side of the point of crossing and pressure tested in place without leakage prior to installation. Sanitary / storm sewers and water main crossing over the utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES)
- F - 12. The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES)
- F - 13. Dimensions of parking spaces, aisle widths, etc. shall be shown on the Final Site Plan. (T&ES)
- F - 14. 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 - 15. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)
- F - 16. 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 - 17. A Maintenance of Traffic Plan shall be provided within the Construction Management Plan and shall replicate the existing vehicular and pedestrian routes as nearly as practical. Pedestrian and bike access shall be maintained adjacent to the site per Memo to Industry #04-18. These sheets are to be provided as "Information Only." (T&ES)



- F - 18. 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. Sidewalk closures will not be permitted for the duration of the project. Temporary sidewalk closures are subject to separate approval from Transportation and Environmental Services (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 1 submission. (T&ES)
- C - 1 Per the requirements of the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development 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 - 2 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 - 3 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 - 4 The proposed development shall conform to all requirements and restrictions set forth in Section 6-300 (Flood plain District) of Article VI (Special and Overlay Zones) of the City of Alexandria Zoning Ordinance. (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 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer per the requirements of Memorandum to Industry 05-14 that is available on the City of Alexandria's web site. The downspouts and sump pump discharges shall be piped to the storm sewer outfall, where applicable after treating for water quality as per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). (T&ES)
- C - 9 In compliance with Title 5: Transportation and Environmental Services, Section 5-1-2(12b) of the City Charter and Code, the City of Alexandria shall provide solid waste collection services. All refuse / recycling receptacles shall be placed at the City Right-of-Way. (T&ES)
- C - 10 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 - 11 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](http://www.alexandriava.gov/solidwaste) or by contacting the City's Solid

Waste Division at 703-746-4410, or via email at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov). (T&ES)

- C - 12 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 - 13 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](http://www.alexandriava.gov/solidwaste) or by calling the Solid Waste Division at 703.746.4410 or by e-mailing [CommercialRecycling@alexandriava.gov](mailto:CommercialRecycling@alexandriava.gov). (T&ES)
- C - 14 Bond for the public improvements must be posted prior to release of the site plan. (T&ES)  
\*
- C - 15 Plans and profiles of utilities and roads in public easements and/or public Right of Way must be approved prior to release of the plan. (T&ES) \*
- C - 16 Provide a phased erosion and sediment control plan consistent with grading and construction plan. 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 - 17 Per the Memorandum to Industry, dated July 20, 2005, the applicant is advised regarding a requirement that applicants provide as-built sewer data as part of the final as-built process. Upon consultation with engineering firms, it has been determined that initial site survey work and plans will need to be prepared using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Control points/Benchmarks which were used to establish these coordinates should be referenced on the plans. To 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 - 18 The thickness of sub-base, base, and wearing course shall be designed using "California Method" as set forth on page 3-76 of the second edition of a book entitled, "Data Book for Civil Engineers, Volume One, Design" written by Elwyn E. Seelye. Values of California Bearing Ratios used in the design shall be determined by field and/or laboratory tests. An alternate pavement section for Emergency Vehicle Easements (EVE) to support H-20 loading designed using California Bearing Ratio (CBR) determined through geotechnical investigation and using Virginia Department of Transportation (VDOT) method (Vaswani Method) and standard material specifications designed to the satisfaction of the Director of Transportation and Environmental Services (T&ES) will be acceptable. (T&ES)

- C - 19 All pedestrian, traffic, and way finding signage shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition to the satisfaction of the Director of T&ES. (T&ES)
- C - 20 No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travelways unless otherwise permitted by the City Code. (T&ES)
- C - 21 All driveway entrances, curbing, etc. in the public ROW or abutting public ROW shall meet City design standards. (T&ES)
- C - 22 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
- C - 23 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C - 24 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
  - b. Saturdays from 9 AM to 6 PM.
  - c. No construction activities are permitted on Sundays and holidays.  
Section 11-5-4(b)(19) further restricts the Pile Driving to the following hours:
  - d. Monday Through Friday from 9 AM To 6 PM and
  - e. Saturdays from 10 AM To 4 PM
  - f. No pile driving is permitted on Sundays and holidays.  
Section 11-5-109 restricts work in the right of way for excavation to the following:
  - g. Monday through Saturday 7 AM to 5 pm
  - h. No excavation in the right of way is permitted on Sundays. (T&ES)
- C - 25 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 - 26 The applicant shall comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. (T&ES)

**VAWC Comments**

No comment received.

**AlexRenew Comments**

The Applicant shall show on the final site plan where the building lateral is connecting to the public sewer system. (AlexRenew)

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

**Police**

Landscape Recommendations

- R - 1. The proposed shrubbery should have a natural growth height of no more than 2 ½ to 3 feet with a maximum height of 36 inches when it matures and should not hinder the unobstructed view of patrolling law enforcement vehicles.

Miscellaneous

- R - 2. 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 - 3. It is recommended that all of 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.

**Archaeology**

- F - 1. There is low potential for significant archaeological resources to be disturbed by this project. No archaeological action is required.

**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



## APPLICATION

### DEVELOPMENT SITE PLAN

DSP # 2018-0022

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

PROPERTY LOCATION: 2903 Mount Vernon Avenue

TAX MAP REFERENCE: 024.02-07-39

ZONE: CL

#### APPLICANT

Name: DE 2903 Mt Vernon and 104 Hume, LLC

Address: 2700 South Quincy Street, Suite 500, Arlington VA 22206

#### PROPERTY OWNER

Name: DE 2903 Mt Vernon and 104 Hume, LLC

Address: 2700 South Quincy Street, Suite 500, Arlington VA 22206

**PROPOSED USE:** The applicant proposes to renovate the existing service garage, add an addition, and convert the building into an approximately 4,500 sf office building. The applicant requests modifications for the side yard setback and zone transition setback.

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

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

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

M. Catharine Puskar, Attorney/Agent

Print Name of Applicant or Agent

2200 Clarendon Boulevard, Suite 1300

Mailing/Street Address

Arlington, VA 22201

City and State

Zip Code

*MC Puskar*

Signature

703-528-4700

703-525-3197

Telephone #

Fax #

cpuskar@thelandlawyers.com

Email address

February 15, 2019

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: \_\_\_\_\_

Development Site Plan (DSP) # \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

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

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

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

Please see attached.

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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.

☒ N/A



## 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
<sup>1</sup> Dwight D. Dunton III	2700 S Quincy Street, Arlington, VA	50%
<sup>2</sup> Marquis P. Dunton	2700 S Quincy Street, Arlington, VA	50%
<sup>3</sup>		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at 2903 Mount Vernon Avenue (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
<sup>1</sup> Dwight D. Dunton III	2700 S Quincy Street, Arlington, VA	50%
<sup>2</sup> Marquis P. Dunton	2700 S Quincy Street, Arlington, VA	50%
<sup>3</sup>		

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

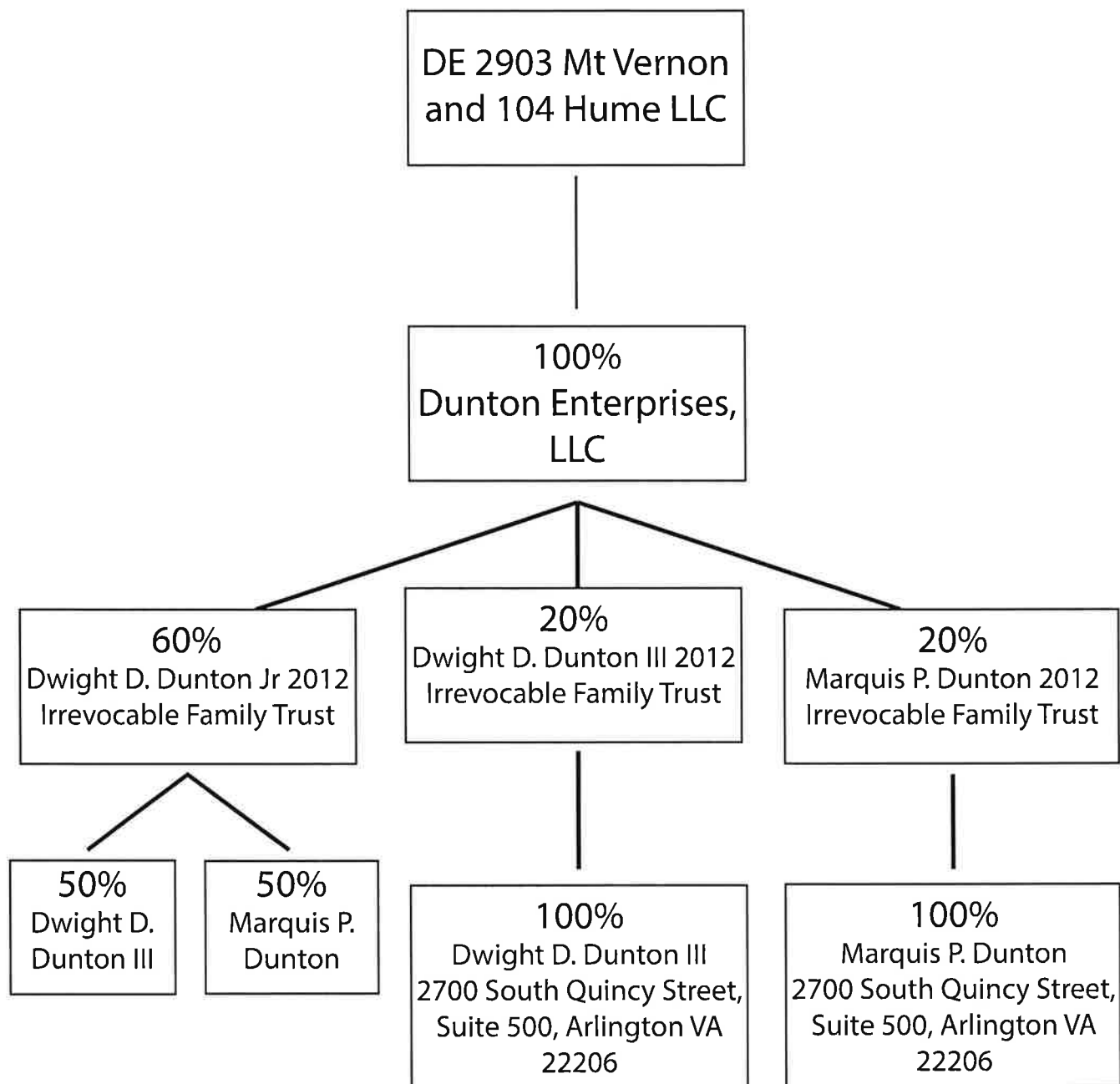
For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
<sup>1</sup> Dwight D. Dunton III	None	None
<sup>2</sup> Marquis P. Dunton	None	None
<sup>3</sup>		

**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.

2/14/19  
Date
Dwight D. Dunton III  
Printed Name
Dwight D. Dunton  
Signature





February 13, 2019

DE 2903 Mt Vernon and 104 Hume LLC  
2700 South Quincy Street, Suite 500  
Arlington, VA 22206

Karl Moritz  
301 King Street  
City Hall, Room 2100  
Alexandria, Virginia 22314

Re: Consent and Authorization to File an Application for a Development Site Plan  
2903 Mount Vernon Avenue; Tax Map ID: #024.02-07-39 ("The Property")

Dear Mr. Moritz:

As owner of the above-referenced Property, DE 2903 Mt Vernon and 104 Hume LLC hereby consents to the filing of an application for a Development Site Plan on the Property and any related requests.

DE 2903 Mt Vernon and 104 Hume LLC hereby authorizes Walsh, Colucci, Lubeley & Walsh, P.C. to act as agent on its behalf for the filing and representation of a Development Site Plan on the Property and any related requests.

Very Truly Yours,

DE 2903 Mt Vernon and 104 Hume LLC

By: Daphne D. Dunbar

Its: MANAGER

Date: 2-14-2019.