

**DOCKET ITEM #12**  
**Development Special Use Permit #2021-10012**  
**101 Duke Street (South Union Street Townhouses)**

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Application	General Data	
<b>Project Name:</b> South Union Street Townhouses	PC Hearing:	September 9, 2021
	CC Hearing:	September 18, 2021
	If approved, DSUP Expiration:	September 18, 2024 <sup>1</sup>
	Plan Acreage:	0.2347 acres (10,223 SF)
<b>Location:</b> 101 Duke Street	Zone:	W-1/Waterfront Mixed Use Zone
	Proposed Use:	Townhouses
	Dwelling Units:	6
	Gross Floor Area:	23,076 SF
<b>Applicant:</b> Eleventh Street Development, LLC, represented by Kenneth W. Wire, attorney	Small Area Plan:	Old Town SAP and Waterfront Plan
	Historic District:	Old & Historic Alexandria District
	Green Building:	2019 Green Building Policy Compliant

Purpose of Application
Consideration of a request to construct six townhouses.
Special Use Permits and Modifications Requested:
<ol style="list-style-type: none"><li>1. Development Special Use Permit and site plan</li><li>2. Special Use Permit for floor area ratio up to 2.0</li><li>3. Side yard setback modifications for Lots 3, 4 and 6</li><li>4. Lot width modifications for Lots 1 and 6</li><li>5. Crown Coverage modifications for Lots 1, 2, 5 and 6</li><li>6. Modification to the vision clearance for Lot 1</li></ol>

Staff Recommendation: APPROVAL WITH CONDITIONS	
<b>Staff Reviewers:</b> Karl Moritz, Director, Planning & Zoning Robert M. Kerns, AICP, Chief of Development Catherine Miliaras, Principal Planner Stephanie Sample, Urban Planner	<a href="mailto:karl.moritz@alexandriava.gov">karl.moritz@alexandriava.gov</a> <a href="mailto:robert.kerns@alexandriava.gov">robert.kerns@alexandriava.gov</a> <a href="mailto:catherine.miliaras@alexandriava.gov">catherine.miliaras@alexandriava.gov</a> <a href="mailto:stephanie.sample@alexandriava.gov">stephanie.sample@alexandriava.gov</a>

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<sup>1</sup> The validity period will be extended consistent with City Council guidance for land-use approvals due to the COVID-19 pandemic.



PROJECT LOCATION MAP

## **I. SUMMARY**

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

Staff recommends **approval** of the request to replace the existing Solo Parking Garage at 101 Duke Street with six new townhouses, subject to staff recommendations. Staff finds that the proposal is consistent with the City's goals and objectives and will provide several benefits for the city, including:

- A monetary or in-kind contribution equivalent to approximately \$219,750 to be used for off-site improvements to existing and planned public spaces within the Waterfront Plan area;
- A voluntary affordable housing contribution of \$76,234 to the Housing Trust Fund;
- Streetscape improvements including street trees, brick sidewalks and new Alexandria Historic Street Light fixtures;
- A contribution of \$2,573 to the Urban Forestry Fund;
- A public art contribution of approximately \$6,923;
- Compliance with the City's 2019 Green Building Policy; and,
- High quality architecture.

### ***B. General Project Description and Summary of Issues***

The applicant, Eleventh Street Development, LLC, is seeking to develop the parcel at 101 Duke Street with six fee-simple townhouses. The following issues are evaluated as part of the staff analysis:

- Conformance with the Master Plan and Other City Policies
  - Old Town Small Area Plan and Waterfront Plan
  - Green Building
  - Public Art
  - Affordable Housing
- Site and Building Design and Board of Architectural Review
- Open Space, Pedestrian and Streetscape Improvements
- Parking/Loading
- Special Use Permit
  - FAR up to 2.0
- Modifications:
  - lot width
  - side yard
  - crown coverage
  - vision clearance
- Community Outreach

## II. **BACKGROUND**

### ***A. Site Context***

The site is the current location of the Solo Parking Garage at the corner of Duke and South Union streets, a privately owned parking structure (SIT1988-0033). The site measures 62' along Duke Street and 146' along South Union Street. The future townhouses will front on South Union Street. The north-south alley behind the property is private.

The Solo Garage has three parking levels and a total of 72 spaces. The first level of parking (25 spaces) is accessible from South Union Street and is available for hourly public parking. The second level is accessed from Duke Street and is permit parking only (18 spaces), as is the third floor (29 spaces), which is accessed from the rear alley.

This is a transitional area of the city with the five-story Hotel Indigo directly across Union Street and historic two-story buildings to the immediate north and west of the site. Mid-20<sup>th</sup> century three-and-a-half-story townhouses with front-loaded garages are across the street to the south and townhouses constructed as part of Robinson Landing are located diagonal from the project site.

The topography of the site slopes from a low of 10 feet above sea level at the corner of Duke and South Union streets to a high of 19 feet above sea level at the northwest corner of the site along the private alley. A portion of the site at the northeast corner, where future Lots 5 and 6 will be located, is in the floodplain.

### ***B. Site History***

The project site has a diverse history dating to the 1820s relating to Alexandria's active waterfront. According to the 1993 edition of the *Fireside Sentinel*, "In the 1820s the building that stood on the site served as a hotel, or more properly a sailor's boarding house with a bar room attached...Many of the occupants of this rum house died when yellow fever visited Alexandria in the first third of the 19<sup>th</sup> Century. Later, a group of Washingtonians came to Alexandria one evening and set fire to the structure. It was subsequently rebuilt and was known as Monroe's Cooper Shop. Stephen Shinn, a successful commission merchant, was the occupant of the building before the outbreak of the Civil War."<sup>2</sup>

The 1885 Sanborn Map shows a complex of industrial buildings on the site which include WS Moore's Machine Shop and Brass and Iron Foundry and the Aitcheson Brothers Saw and Planing Mill. These structures appear on the Sanborn Map through 1912, but by 1921 only the two structures at the corner of Duke Street and South Union Street remained. According to the *Fireside Sentinel* a fire destroyed much of the factory in 1915. The entire site is vacant in the 1941 Sanborn Map but by the 1959 map an industrial building labeled as an "Arsenal" and likely constructed during World War II is shown with the same

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<sup>2</sup> Aitcheson Brothers Planing Mill, *The Fireside Sentinel*, November/December 1993, page 9

footprint as the existing garage. In 1988 the warehouse was converted from weapons and arms storage to a multi-level parking garage. Modifications to the property at that time included the removal of the roof, the infill of some windows, and the installation of metal shutters at other window openings.

### ***C. Detailed Project Description***

The applicant proposes to build six four-story townhomes facing South Union Street with attached garages accessible from the alley along the western boundary. The townhouses will be divided into two separate three-townhouse “buildings”, with an 8’4” separation between Lot 3 and Lot 4. The first floor of each townhouse on South Union Street will have raised masonry stoops to accommodate the floodplain at the northeast corner of the site and the grade change (the height of the first floor above the sidewalk ranges from as low as 5’-3 ¾” at Lot 1 to a maximum of 6’-9 ¾” at Lot 6). Each townhouse will have a recessed entrance at the top of the stoop and will be two bays wide. The townhouses will be three stories on the South Union Street façades, with the fourth floor set back approximately 7.5’. The townhouses will measure approximately 42’ deep, with the westernmost 20’ feet limited to the one-story attached garage with rooftop open space. The height of each townhouse will be 50’.

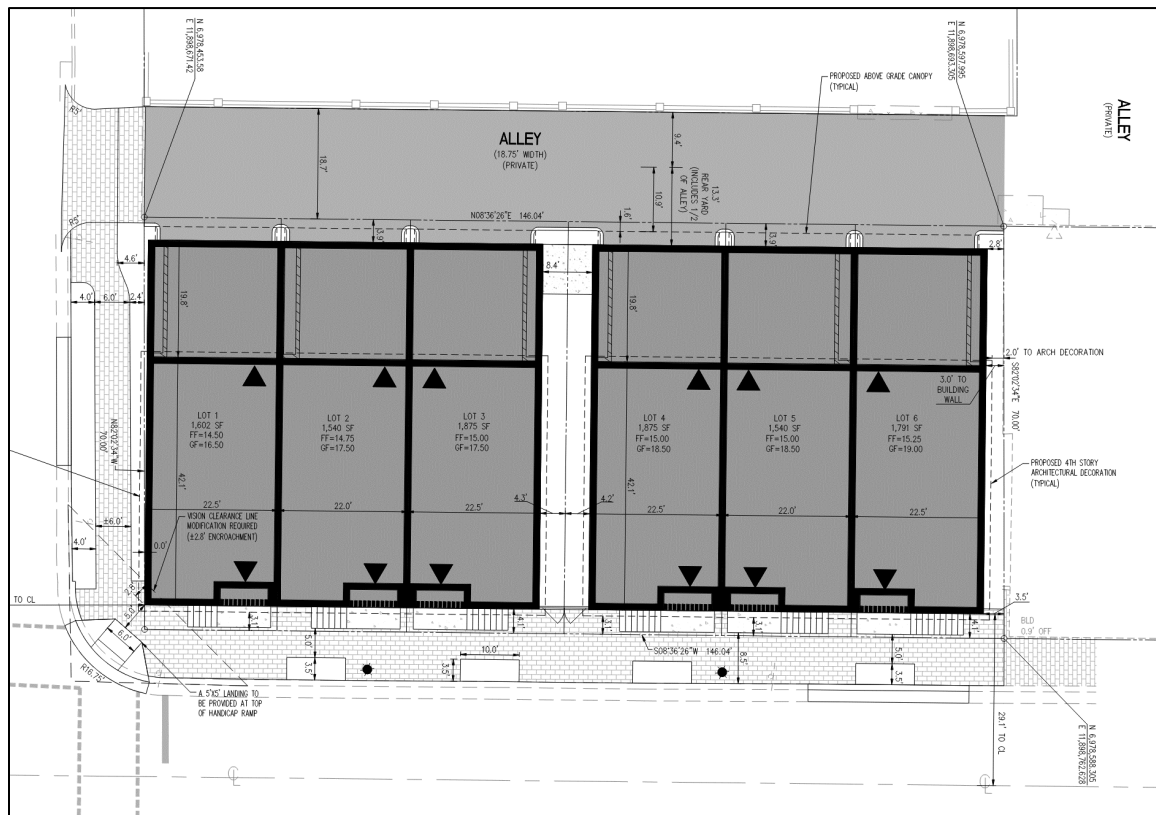


Figure 1: Proposed site plan



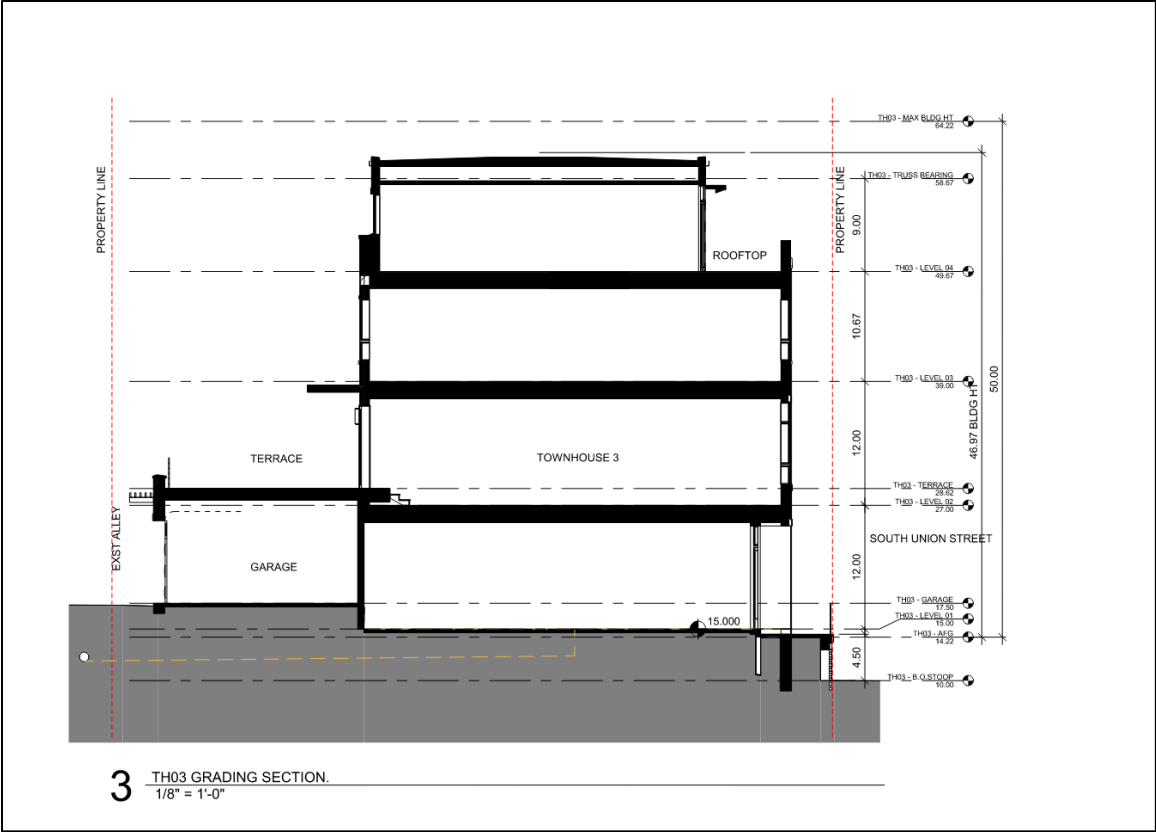


Figure 2: Section showing Lot 3 townhouse



Figure 3: Proposed South Union Street elevation.



Figure 4: Proposed alley elevation.

The design precedent for the townhouses is based on low-scale commercial buildings found throughout the historic district with brick and masonry bands and punched windows for the lower three floors and a more modern fourth floor clad in a dark fiber cement siding set back from the north, east, and south sides of the building. Minor brick detailing and cast stone variation subtly differentiate each “building.” A combination of metal and brick stoops provide pedestrian access to the first floor of each townhouse from South Union Street. Decorative panels and recessed steps at the level below the first floor are intended to provide street level interest. The fourth floor is aligned with the lower floors on the west side. Each of the two car garages on the west side of the building includes a pair of roll-up doors and a brick and railing parapet enclosing the 2<sup>nd</sup> floor terrace. A canopy above the doors to the terrace provides shelter for the portion of the terrace closest to the building and serves to break up the west elevation.

III. ZONING

Table 1: Zoning Tabulations

DSUP#2021-10012  
101 Duke Street (South Union Street Townhouses)

<b>Address</b>	101 Duke Street						
<b>Site Area</b>	10,223 SF (.2347 acres)						
<b>Zone</b>	W-1/Waterfront Mixed Use						
<b>Current Use</b>	Parking Garage						
<b>Proposed Use</b>	Six townhouses						
	<b>Permitted / Required</b>	<b>Proposed/Provided</b>					
		<b>Lot 1 (end/corner)</b>	<b>Lot 2 (interior)</b>	<b>Lot 3 (end)</b>	<b>Lot 4 (end)</b>	<b>Lot 5 (interior)</b>	<b>Lot 6 (end)</b>
<b>Lot Area</b>	1,452 SF	1,602	1,504	1,875	1,875	1,540	1,791
<b>FAR</b>	2.0 with SUP	1.83	1.9	1.56	1.56	1.9	1.64
<b>Height</b>	50'	50'	50'	50'	50'	50'	50'
<b>Lot Width/ Frontage<sup>3</sup></b>	18' interior 26' end	22.48'	22.5'	26.78'	26.78'	22.5'	25.99'
<b>Setbacks<sup>4</sup></b>	Front: 0' Side: 8' Rear: 8'	Duke: 0' Union: 4.1' S: 13.3'	F: 4.1' S: n/a R: 13.3'	F: 4.1' S: 4.3' R: 13.3'	F: 4.1' S: 4.2' R: 13.3'	F: 4.1' S: n/a R: 13.3'	F: 4.1' S: 2.8' R: 13.3'
<b>Open Space (above grade)</b>	300 SF	334	333	333	333	333	334
<b>Parking</b>	2 spaces	2	2	2	2	2	2
<b>Crown Coverage<sup>5</sup></b>	25%	0%	0%	31%	31%	0%	11%

<sup>3</sup> Lot width modifications for Lots 1 and 6.

<sup>4</sup> Side yard setback modifications for Lots 3, 4 and 6.

<sup>5</sup> Crown coverage modifications for Lots 1, 2, 5 and 6.



## **IV. STAFF ANALYSIS**

### ***A. Conformance with Master Plan and Other City Policies***

The site is located within the Old Town Small Area Plan and Waterfront Plan area boundaries, as well as the Old & Historic Alexandria District.

#### **Old Town Small Area Plan**

The Old Town Small Area Plan was adopted in 1992, and advocates for planning policies that retain the balance of residential and commercial uses and contextual development. The 1992 plan identifies the project site as one of several owned by Interarms, an arms and ammunition dealer, and in 1992 the site was rezoned from I/Industrial to W-1/Waterfront in order to be in greater conformance with the predominant zoning along the river and reflect the goal to remove heavy industry in this part of the city. At that time, it was envisioned that this site would have a future office use.

#### **Waterfront Plan and Waterfront Amenities**

The Waterfront Plan (2012) generally discourages 100% residential redevelopment due to the high activity level of the public realm but because this site is in a transitional area between residential uses and commercial uses such as a hotel, restaurants and shops, staff can support this small residential development. The benefits of this project to the goals of the Plan include the removal of two curb cuts to improve both vehicular and pedestrian connections in this very active area of the waterfront and the applicant's contribution to future improvements along the waterfront.

A significant majority of W-1 zoned properties are located east of Union Street, with the exception of the subject property, three historic buildings in the same block and 500 North Union Street (the west parcel of Robinson Terminal North). All five of these properties are located within the Waterfront Plan boundaries, but only 500 North Union is considered a development site, with clear goals and objectives outlined in the Plan.

The W-1 Zone is a "Waterfront Mixed Use" zone intended to promote mixed use development with suitable public amenities along appropriate portions of the city's waterfront. As such, there are limitations on ground-floor occupancy and requirements to provide waterfront-related public amenities. However, the zone also allows for single uses, including townhouse dwellings. The lack of waterfront frontage at this property precludes the creation of on-site waterfront amenities and the applicant seeks to comply with Section 5-509 A through C, *Ground Floor Occupancy Regulations*, through a monetary contribution to be put toward waterfront improvements.

Other recently completed projects, such as the Watermark, Robinson Terminal South and the Hotel Indigo, all identified development sites in the Waterfront Plan, met this requirement through a combination of in-kind and/or monetary contributions toward improvements identified in the Waterfront Plan. The applicant proposes a contribution of

\$219,750, to be used for off-site improvements to existing and planned public spaces within the Waterfront Plan area (either through in-kind work or a monetary contribution). As a specific project has not been identified, staff will consult with the Department of Project Implementation and the Department of Recreation, Parks and Cultural Affairs during the Final Site Plan process to determine whether a monetary contribution or in-kind work is more appropriate.

### *Plan Goals*

The proposed redevelopment plan furthers the following goals:

- “Encourage the design of new buildings in the Old Town Plan area on a basis that is compatible with existing development.” (OTSAP)
- “Waterfront development should be at a scale compatible with surrounding buildings” (OTSAP)
- “Encourage the design of new buildings in the Old Town Plan area on a basis that is compatible with existing development” (OTSAP)
- “Improve the Waterfront’s vehicular and pedestrian circulation” (WP)
- “Minimize pedestrian and vehicle conflicts.” (WP)
- “Allow historic character and scale to influence new development opportunities.” (WP)

### *Green Building Policy*

The City’s 2019 Green Building Policy established that newly constructed buildings should achieve a *minimum* green building certification level of LEED Silver (or equivalent) and the required performance points. The applicant will achieve conformance with the Green Building Policy using LEED for Homes, or the equivalent, in addition to meeting the City’s required performance points.

### *Public Art Policy*

The City’s Public Art Policy, adopted on December 13, 2014, established a requirement for new development projects requesting DSUP approval within the city to provide new art and encourage the growth of public art in the community. Applicants may fulfill this requirement by providing on-site public art or a monetary contribution to further fund the City’s public art efforts. In townhome style developments, staff recommends, but does not require, the monetary contribution so that future condominium or Homeowners Associations do not need to maintain an art installation.

By providing the monetary contribution, the applicant will enable the City to pool resources to deliver and maintain significant public art within the city. The applicant has agreed to

this approach which is calculated at \$0.30 per gross square foot of the townhouses for a total contribution of approximately \$6,923.

### Affordable Housing

The applicant has agreed to provide a voluntary monetary contribution of \$76,234 to the Housing Trust Fund in connection with the construction of the six proposed townhouses. This contribution is consistent with the conclusions of the Developer Housing Contribution Work Group accepted by the Alexandria City Council on December 14, 2013 (and adjusted to 2020 dollars) and supports the implementation of the City's Housing Master Plan goals. The timing of payments to the Housing Trust Fund will be consistent with the 2021 Procedures Regarding Affordable Housing Contributions.

### ***B. Site and Building Design and Board of Architectural Review (BAR)***

As a common building type in this part of the city, the proposed townhouses take design cues from the more industrial heritage of this area but with enough residential components to remain compatible with nearby historic and modern architecture in this evolving neighborhood in Old Town. Due to the project's location in the Old & Historic Alexandria District, the BAR reviewed this project in concept on three separate occasions in January, March and May 2021 (BAR Case #2020-00612).

At concept review, the BAR provides extensive feedback in accordance with the Concept Review Policy, which outlines the optional, informal review whereby the BAR provides the applicant, staff, and the Planning Commission and City Council with comments relating to the overall appropriateness of a project's height, scale, mass and general architectural character. Concept reviews also include an opportunity for public comment. As design is an iterative process, applicants often attend multiple reviews, presenting an evolution of the design at each hearing based on the BAR's comments. When reviewing designs for new construction the *Design Guidelines* state that "As a general rule, the Board favors contextual background buildings which allow historic structures to maintain the primary visual importance. Singular buildings in the latest architectural vocabulary are generally discouraged. It is not the intention of the Board to dilute design creativity in residential buildings. Rather the Board seeks to promote compatible development that is, at once, both responsive to the (current) needs and tastes while being compatible with the historic character of the districts. This balancing act will clearly be different in different sections of the historic districts."

The proposal initially included a single string of six townhouses in a traditional residential style but through discussions with the BAR the applicant split the townhouses into two distinct "buildings", separated by an open space. At the Board's request the applicant also reduced the height and mass of the entry stoops. The building design also evolved to reflect the industrial traditions of the neighborhood and the history of the site, giving the townhouses large, punched openings and simple masonry detailing.

At the conclusion of the third concept review meeting, the Chair asked each member to discuss the height, mass, scale, and general architectural character of the proposed design. The majority of the members present supported the height and the general architectural character, while there was less agreement on the mass and scale.

Following approval of the DSUP by City Council, the applicant will return to the BAR for approval of a Permit to Demolish to remove the Solo Garage, and a Certificate of Appropriateness for the six townhouses.

### ***E. Open Space, Pedestrian and Streetscape Improvements***

#### Open Space

Section 5-508 (A), *Open and Usable Space*, outlines the following with respect to W-1 properties:

Residential uses shall provide a minimum of 300 square feet of open and usable space per dwelling unit, exclusive of any area required for off-street parking. The location and shape of such space shall be subject to the director's determination that it is functional and usable space for residents, visitors and other persons. Such open space may be located on landscaped roofs or other areas fully open to the sky which are not at ground level and which are accessible to all residents of the development if the director determines that such space functions as open space for residents to the same extent that ground level open space would.

***Table 2: Open Space***

<b>OPEN SPACE</b>	<b>AMOUNT</b>
<b>Required per W-1</b>	<b>1,800 / 300 SF per unit</b>
<b>Total Provided</b>	<b>2,000 SF</b>
Lot 1	334 SF
Lot 2	333 SF
Lot 3	333 SF
Lot 4	333 SF
Lot 5	333 SF
Lot 6	334 SF

Due to the design of the project there will be no shared open space but each townhouse will have two above-grade open spaces – a 333 or 334 square foot patio space atop the one-story parking garage and accessible from the second floor of the townhouses, and on the top floor overlooking South Union Street. The fourth-floor open space (162 SF) does not meet the City's definition of open space due to its dimensions, but nonetheless this open space will be considered an amenity to future homeowners.

### Pedestrian and Streetscape

The proposed project will result in an improved streetscape and pedestrian experience along Duke and South Union streets. The existing curb cuts on Union and Duke streets will be removed and street trees will be preserved and/or added along both streets. A 6' brick sidewalk will replace the concrete sidewalk along Duke Street and a bike rack will be installed on site. New and replacement streetlights will be the BAR-approved Historic Alexandria Street Light fixtures.

### ***F. Parking and Loading***

As noted above, the existing 72-spacing parking garage on the project site will be demolished to accommodate the project. Of the 72 garage spaces, 25 are available to the public for hourly parking on the first floor, accessed from Union Street. The remainder of the spaces (47) are available to lease on a month-to-month basis. Approximately 38 are leased, some for long-term vehicle storage by nearby residents and some by office tenants. The applicant has provided the following details with respect to typical garage usage for the 25 ground floor spaces (data taken between January 6 and May 9, 2021\*):

	<u>Days*</u>	<u>Utilization</u>	<u>Dates</u>
Wk AM	10	40%	Jan 6, 7, 12 & Feb 6, 23, 25 & March 2, 4, 9, 11
Wk PM	6	59%	Jan 14 & Feb 24, 25 & March 2, 3, 9
Wknd AM	6	74%	Feb 27, 28 & March 6, 13 & May 8, 9
Wknd PM	6	85%	Jan 8, 15 & Feb 26, 27 & Mar 12 & May 7

While the loss of the Solo Garage will remove parking in this area, a concurrent request is being heard at the same hearing to allow the Hotel Indigo parking garage to be made available for public parking (DSUP2021-10021). Up to 45 spaces in the hotel will become available to the public within the next few months if approved, prior to the garage being demolished. Additionally, the new Robinson Landing project has 58 public parking spaces.

Staff are working to have parking occupancy data more readily available by requiring new and amended developments to collect and make parking data available to the City. The City is also contracting with a parking data analysis service to help collect and analyze parking data to understand the overall parking conditions at the waterfront and throughout the city and inform parking policy.

There is no loading space requirement for the project. Each townhouse will have the required two spaces per unit accessed off of the private alley behind the project site. Following utility work in the alley it will be repaved.

### ***C. Special Use Permit***

Section 11-500 of the Zoning Ordinance gives authority to the City Council to approve Special Use Permits (SUPs) provided that the development:

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

SUP for Floor Area Ratio (FAR) of up to 2.0

The W-1 zone allows an increase in FAR from 1.0 up to 2.0 with approval of a Special Use Permit (SUP) for residential uses, which is requested as part of the Development Special Use Permit. Staff supports the Applicant's request for a SUP to increase the permitted FAR to 2.0, finding the townhouses compatible with nearby buildings, including the nearby residential townhouses constructed since the 1970s. The townhouses will not adversely affect the health or safety of nearby residents and visitors, nor will they negatively impact the neighborhood. The townhouses are similar in size and height to nearby modern townhouses. Both the Old Town Small Area Plan and the Waterfront Plan recognize this neighborhood for its mix of uses, including residential townhouses alongside commercial buildings.

***D. Modifications***

As part of this DSUP, the applicant is requesting four modifications to the Zoning Ordinance. Pursuant to Section 11-416, the Planning Commission may approve modifications if they determine that such modifications:

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

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

Modification to side yard setback for Lots 3, 4, and 5

The W-1 zone requires an 8' side yard setback for each interior end unit in a group of townhouses and although Lots 3 and 4 are separated by more than 8 feet, each will have a side yard of roughly 4' from the property line. Likewise, the Lot 6 townhouse will be setback only 2' from the north property line. The location of the site, in proximity to the waterfront and surrounded by dense residential uses, supports the denser layout of buildings with more modest side yards. The proposed side yard setbacks are consistent with surrounding townhouse layouts and historic development patterns.

Modification to lot width for Lots 1 and 6



In the W-1 zone townhouses must have a minimum lot width of 18' for all lots except end units, which require a width of 26'. Both Lot 1 and 6 are 22.48' and 25.99', respectively, while the remaining lots exceed the minimum lot width. All six townhouses will be roughly the same width (22'-22.5') and their widths are generally consistent with nearby townhouses.

Modification to crown coverage for Lots 1, 2, 5 and 6

The applicant is requesting a modification to the 25-percent-minimum crown coverage requirement in the 2019 Landscape Guidelines, and as required by Section 11-410(CC) of the Zoning Ordinance for Lots 1, 2, 5 and 6. As is often the case in the urbanized portions of the city, the site is constrained in terms of accommodating the required tree canopy coverage. The proposed new buildings cover the majority of the site, and with the exception of the center units with a side yard, it is not feasible to meet the tree canopy coverage on site. The applicant will plant three new trees in front of the project site; however, they cannot be credited toward the crown coverage requirement. To mitigate the impacts of the reduced on-site crown coverage, the applicant is providing a \$2,573 contribution to the Urban Forestry Fund for tree plantings in the neighborhood.

Modification to the vision clearance for Lot 1

Section 7-801 of the Zoning Ordinance requires "For the purposes of safety of travel on streets and highways, buildings on corner lots shall observe the setback provisions of the respective streets on which the building is located". A minor portion of Lot 1 is located in the vision clearance area, though less so than if the townhouse was located on the front property line. Staff has no objection to this minor obstruction, which is not uncommon in the historic districts.

***G. School Impacts***

Given the student generation rate for townhouses, the six new townhouses will yield, on average, a net gain of less than one (.78) student. This project is located within the Lyles-Crouch Traditional Academy, George Washington Middle School, and Alexandria City High School attendance areas. Per ACPS's 2019-2020 school enrollment data, these schools are over capacity. The City and ACPS staff continue to monitor and integrate projected student generation numbers in forthcoming school enrollment projections and ACPS will continue to coordinate with the City to review, plan, and allocate resources for necessary additional capacity to ensure all ACPS students are provided with safe and equitable learning environments.

**V. COMMUNITY**

All four public meetings hosted by the City where this project was discussed were virtual and each included opportunity for public comment. Since the early stages of the project, the applicant has personally reached out to surrounding neighbors, leaving flyers with contact information and having personal discussions if desired. The applicant offered to

present the project at an Old Town Civic Association meeting but at the present time no meeting has been scheduled for this presentation. Finally, the applicant installed a sign at the site in June 2021 with project details and contact information.

DATE	MEETING
<b>Developer Outreach</b>	
On-going	Applicant outreach to surrounding neighbors with letters and/or phone calls and meetings.
<b>City Meetings</b>	
January 21, 2021	Board of Architectural Review (BAR) concept review meeting
March 3, 2021	Board of Architectural Review (BAR) concept review meeting
March 16, 2021	Waterfront Commission meeting
May 19, 2021	Board of Architectural Review (BAR) concept review meeting

## **VI. CONCLUSION**

Staff recommends approval of the Development Special Use Permit with modifications subject to meeting all applicable codes, ordinances, and the recommended conditions included in this report.

VII. GRAPHICS

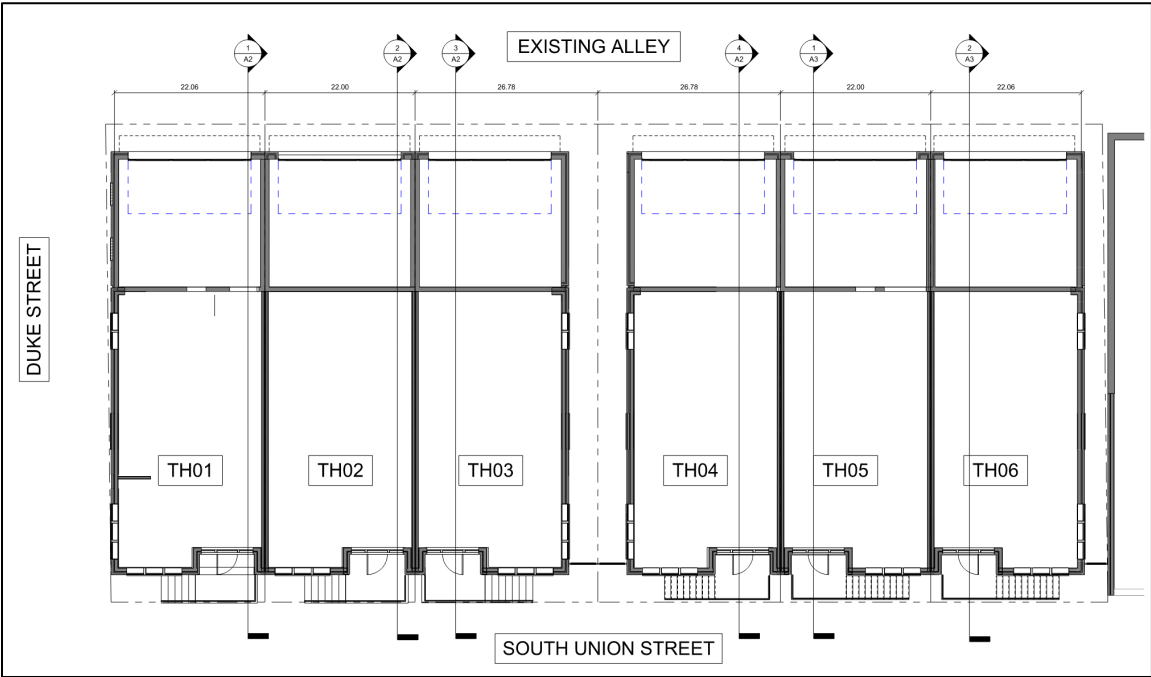


Figure 4: Proposed site plan



Figure 5: Proposed elevations



*Figure 6: Rendering front South Union Street looking north*





*Figure 7: Rendering from South Union Street looking south*



*Figure 8: Rendering from Duke Street looking east*



## **VIII. STAFF RECOMMENDATIONS:**

1. The Final Site Plan shall be in substantial conformance with the preliminary plan dated April 22, 2021 and comply with the following conditions of approval.

### **A. SITE PLAN**

2. Per Section 11-418 of the Zoning Ordinance, the development special use permit shall expire and become null and void, unless substantial construction of the project is commenced within 36 months after initial approval (plus any extensions per the ordinance adopted by City Council on December 12, 2020 as Temporary Program for Business Relief and to Address Public Need Related to COVID-19) 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. The period of validity may be extended upon petition by the applicant and after adequate notice and public hearing. (P&Z)
3. Submit the plat and 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) \*
4. 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) \*\*
5. 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)
6. 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 streetlights 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 existing light fixtures within the City right of way shall be replaced with the Alexandria Historic Street 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 plan must either be separated into two plans or provide a clear distinction between the following: a plan with all street lights and other pertinent off-site lighting, and a plan without street lights and off-site lighting; to demonstrate the plan's compliance with lighting regulations re: light spill.
  - 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 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. Upon installation of all exterior light fixtures for the site/building, the applicant shall provide photographs of the site demonstrating compliance with this condition.
  - n. 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)
7. Provide a georeferenced CAD file in **AutoCAD 2018**.dwg format, which follows the National CAD Standards, of the dimension plan of this project including existing conditions, proposed conditions and grading elements. This information will be used to compile a master CAD reference to ensure all proposed features are correctly located and will connect. (P&Z) (DPI) \*

**B. BUILDING:**

8. The building design, including the appearance, color and quality of materials, final detailing, and three-dimensional expression shall be generally consistent with the

BAR concept review elevations dated May 19, 2021, and the Preliminary Plan elevations April 22, 2021, and the approved Certificate of Appropriateness. (P&Z)

9. Provide detailed drawings (enlarged and coordinated plan-section-elevation studies, typically at 1/4"=1'-0" scale, with shadows cast at 45 degrees from both left and above to show true depth of recesses and projections) in realistic 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. Separate design drawings shall be submitted for each building typology, different wall or bay type. When the three-dimensional complexity warrants it, applicant shall also provide isometric vignettes of such special conditions or building areas. (P&Z)
10. 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 as part of the Certificate of Appropriateness approval and with the 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. Construct a mock-up panel on-site, or at an agreed upon location in the vicinity, of proposed materials, finishes, and relationships for review and approval prior to final selection of building materials. The mock-up panel requires a building permit and shall be constructed and approved prior to vertical (above-grade) construction and prior to ordering final building materials. \*\*
  - e. The mock-up panel shall be located such that it shall remain on-site in the same location through the duration of construction until the first certificate of occupancy. \*\*\* (P&Z) (Code)
11. Building materials, finishes and architectural details shall be subject to review and approval by the Board of Architectural Review. A materials board shall be submitted as part of the Certificate of Appropriateness approval (BAR)

**C. SUSTAINABILITY**

12. The project shall comply with the requirements defined by the current City of Alexandria Green Building Policy at the time of DSP/DSUP approval. Diligent

pursuit and achievement of this certification shall be monitored through these requirements:

- a. The project shall meet the priority performance points in Energy Use Reduction, Water Efficiency, and Indoor Environmental Quality defined by the City of Alexandria's Green Building Policy.
- b. The applicant shall provide a draft certification scorecard from the applicable certifying party identifying the project's path including the priority performance points for LEED, Green Globes, or Earthcraft (or equivalent) with the submission of the Preliminary Review documents.
- c. Provide evidence of the project's registration with LEED, Green Globes, or Earthcraft (or equivalent) with the submission of the first Final Site Plan and provide a draft checklist from the P&Z website showing how the project plans to achieve the certification and clearly indicate that requirements for the priority performance points are being met as defined by the City of Alexandria's Green Building Policy. \*
- d. Provide an updated copy of the draft certification scorecard/checklist prior building permit release for above-grade construction to show compliance with the Green Building Policy. \*\*
- e. Provide updated building energy performance analysis and building energy use intensity (EUI) prior to receiving building permits for above-grade construction. \*\*\*
- f. Provide a draft commissioning plan and verification from a certified third-party reviewer that includes items "i" through "v" below, prior to receiving building permits for above-grade construction. \*\*
  - i. A narrative describing the activities that will be accomplished during each phase of commissioning, including the personnel intended to accomplish each of the activities.
  - ii. A listing of the specific equipment, appliances, or systems to be tested and a description of the tests to be performed.
  - iii. Functions to be tested including, but not limited to, calibrations and economizer controls.
  - iv. Conditions under which the test will be performed. Testing shall affirm winter and summer design conditions and full outside air conditions.
  - v. Measurable criteria for performance.
- g. Provide updated documentation for the indoor environmental quality priority performance points as defined by the City of Alexandria's Green Building Policy prior to the release of building permits for above-grade construction. \*\*
- h. Provide evidence that design phase credits (for the certifying party) have been submitted by the first Certificate of Occupancy. \*\*\*
- i. Provide a commission report that has been verified by a certified, third-party reviewer, including issues log, completed pre-function checklists, and any

completed functional performance tests prior to approval of the final Certificate of Occupancy. \*\*\*\*

- j. Provide evidence having submitted materials showing that the requirements for priority performance points for Energy Use Reduction, Water Efficiency and Indoor Environmental Quality are being met as defined by the City of Alexandria's Green Building Policy for Design Phase credits to the U.S. Green Building Council, Green Globes, or Earthcraft (or equivalent) prior to issuance of a Certificate of Occupancy. \*\*\*
  - k. Provide documentation of applicable green building certification prior to approval of the performance bond clearly indicating that the priority performance points requirement for Energy Use Reduction, Water Efficiency, and Indoor Environmental Quality have been achieved as defined by the City of Alexandria's Green Building Policy. \*\*\*\*
  - l. Failure to achieve the certification level, as required by the City of Alexandria's Green Building Policy, will be evaluated by City Staff, and if Staff determines that a good faith, reasonable, and documented effort was not made to achieve the certification level, then any citywide Green Building policies existing at the time of Final Site Plan release will apply.
- 13. The building shall use electricity except for limited accessory elements of the building such as retail use, food and beverage uses, emergency generators, and common areas systems and unit appliances. For these limited accessory elements, the buildings shall support low cost and easy conversion from fossil fuel to electricity in the future. (P&Z) (T&ES)
  - 14. Demonstrate that the roof(s) are solar ready, with the necessary conduit and infrastructure to enable future solar panel installation, on the Final Site Plan. (T&ES) \*
  - 15. Install Energy Star labeled appliances in all multi-family residential units; OR where residential appliances are installed. (T&ES)
  - 16. 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: [www.epa.gov/WaterSense](http://www.epa.gov/WaterSense). (T&ES)

**D. OPEN SPACE/LANDSCAPING:**

- 17. Develop, provide, install and maintain an integrated Landscape Plan in accordance with the City of Alexandria's Landscape Guidelines, available online at: [www.alexandriava.gov/uploadedFiles/recreation/ParkPlanning/LandscapeGuidelinesFinalv2Final.pdf](http://www.alexandriava.gov/uploadedFiles/recreation/ParkPlanning/LandscapeGuidelinesFinalv2Final.pdf)

18. Provide the following modifications to the landscape plan and supporting drawings:
  - a. Crown coverage modification for lots 1, 2, 5 and 6. (P&Z)
19. Hire a professional consultant to work with staff and the landscape designers to incorporate and interpret elements of the historical character and archaeological findings into the design of the open space and to prepare interpretive elements, which shall be erected as part of the development project. The site plan shall indicate themes and locations of interpretive elements. Prior to release of the Final Site Plan, the consultant shall provide text and graphics for the interpretive elements subject to approval by the Office of Historic Alexandria/Alexandria Archaeology and the Directors of P&Z. (P&Z) (Arch)\*

**E. TREE PROTECTION AND PRESERVATION:**

20. Provide, implement and follow a Tree and Vegetation Protection Plan per the City of Alexandria Landscape Guidelines (P&Z) (RP&CA) \*

**F. ARCHAEOLOGY:**

21. Hire a professional consultant to work with staff and the landscape designers to incorporate and interpret elements of the historical character and archaeological findings into the design of the open space and to prepare interpretive elements, which shall be erected as part of the development project. The site plan shall indicate themes and locations of interpretive elements. Prior to release of the final site plan, the consultant shall provide text and graphics for the signage subject to approval by the Office of Historic Alexandria/Alexandria Archaeology and the Directors of P&Z and/or RP&CA.\* (Arch)(P&Z)(RP&CA)
22. Hire an archaeological consultant to complete a Documentary Study and an Archaeological Evaluation. If significant resources are discovered, the consultant Shall complete a Resource Management Plan, as outlined in the City of Alexandria Archaeological Standards. Preservation measures presented in the Resource Management Plan, as approved by the City Archaeologist, will be implemented. (Archaeology)
23. The Final Site Plan, Grading Plan, or any other permits involving ground disturbing activities (such as coring, grading, filling, vegetation removal, undergrounding utilities, pile driving, landscaping and other excavations as defined in Section 2-151 of the Zoning Ordinance) shall not be released until the City archaeologist confirms that all archaeological fieldwork has been completed or that an approved Resource Management Plan is in place to recover significant resources in concert with construction activities. \* (Archaeology)
24. Certificates of Occupancy shall not be issued for this property until interpretive elements have been constructed, interpretive markers have been erected, and the



final archaeological report has been received and approved by the City Archaeologist.\*\*\* (Archaeology)

25. Call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities. (Archaeology)
26. The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities. (Archaeology)
27. The final certificate of occupancy shall not be issued for this property until interpretive elements have been constructed, interpretive markers have been erected, and the final archaeological report has been received and approved by the City Archaeologist. (Archaeology) \*\*\*

**G. PEDESTRIAN/STREETSCAPE:**

28. 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. Install ADA accessible pedestrian crossings serving the site.
  - c. The minimum unobstructed width of newly constructed sidewalks shall be 5 feet along S. Union Street and 6 feet along Duke Street.
  - d. All brick sidewalks shall comply with the City's Memos to Industry 05-08 and 01-13.
  - e. Sidewalks shall be flush across all driveway crossings.
  - f. All newly constructed curb ramps in Alexandria shall be concrete with detectable warning and shall conform to current VDOT standards.
  - g. Provide a public access easement behind the curb ramp on the corner of Duke Street and S. Union Street to allow a minimum of 5-foot by 5-foot ADA compliant landing area behind the ramp.
  - h. Provide thermoplastic pedestrian crosswalks at all crossings at the proposed development, which must be designed to the satisfaction of the Director of T&ES.
  - i. All crosswalks shall be standard, 6 inches wide, white thermoplastic parallel lines with reflective material, with 10 feet in width between interior lines. High-visibility crosswalks [white, thermoplastic ladder crosswalks as shown in the Manual on Uniform Traffic Control Devices (MUTCD)] may

be required as directed by staff at Final Site Plan. All other crosswalk treatments must be approved by the Director of T&ES.

- j. 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 to minimize any potential visible impacts. \*\*\*  
(P&Z) (T&ES)

#### **H. PARKING:**

- 29. The design and allocation of parking shall be subject to the following to the satisfaction of the Directors of P&Z, T&ES, and Code Administration:
  - a. All parked vehicles shall be prohibited from encroaching on the proposed streets, drive aisles, pedestrian walkways, or emergency vehicle easements, and all purchasers shall be notified of this prohibition.
  - b. Each of the townhouse units shall provide a sufficient area within each unit, garage, or in an enclosed area for a standard City-issued trash and recycling container exclusive of the area required for parking.
  - c. Individual townhouse garages shall be utilized only for parking and cannot be converted to living space; storage which interferes with the use of the garages for vehicle storage is prohibited. (P&Z) (T&ES) (Code)
- 30. Parking for the residential use shall be consistent with the requirements of the Zoning Ordinance in effect at the time of approval by City Council and/or Planning Commission. (P&Z) (T&ES)
- 31. Show all existing and proposed on-street parking controls and restrictions on the Final Site Plan. All on-street parking controls and restrictions within the project area shall be approved by the City staff during the Final Site Plan process.
- 32. Provide bicycle parking 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).
- 33. 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)  
\*\*\*

#### **I. TRANSPORTATION**

##### **STREETS/TRAFFIC:**

- 34. The setback between the buildings and the drive aisles shall be a minimum of 2 feet to provide adequate turning movements. (T&ES)
- 35. Integrate all service pedestals and transformers for the dry utilities into the building design and/or screen these utilities to the satisfaction of the BAR and Director of P&Z. (P&Z)(BAR)

36. 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)
37. A pre-construction walk/survey of the site shall occur with Transportation and Environmental Services Construction & Inspection staff and Code Administration staff to document existing conditions prior to any land disturbing activities. (T&ES) (Code)
38. Mark all private street signs that intersect a public street with a fluorescent green strip to notify the plowing crews, both City and contractor, that they are not to plow those streets. (T&ES)
39. 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)

**BUS STOPS AND BUS SHELTERS:**

40. Show all existing bus stops, bus shelters and bus stop benches in the vicinity of the site on the Final Site Plan. (T&ES) \*
41. Street trees in proximity to bus stop approaches or directly adjacent to travel lanes shall be planted and maintained pursuant to the Landscape Guidelines:
  - a. Located to avoid conflict with vehicles, specifically:
    - i. Trees shall be excluded from a 40-foot zone which represents the length of the bus as it is serving the stop.
    - ii. Trees within both the 10-foot departure zone and the 20-foot approach zone (on either side of the 40-foot zone) shall be selectively located to minimize conflict with vehicles and to allow direct line of sight for approaching buses. \* (P&Z)(T&ES)

**J. PUBLIC WORKS**

**WASTEWATER/SANITARY SEWERS:**

42. The sewer connection fee must be paid prior to release of the site plan. (T&ES) \*

**UTILITIES:**

43. Locate all private utilities without a franchise agreement outside of the public right-of-way and public utility easements. (T&ES)

44. No proposed transformers and/or switch gears shall be located in the public right of way. (T&ES)

**SOLID WASTE:**

45. If the property is a required user, the development must meet all the minimum street standards 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. (T&ES)
46. If private collection is desired, the HOA shall request approval from the Director of Transportation and Environmental Services to opt-out of the City approved trash and recycling collection to allow for privately contracted collection. The point of collection shall be as agreed upon between the owner and the private collector duly licensed, provided that such point shall not be in a public right-of-way and shall not hinder or interfere with parking, traffic or pedestrians. All trash collectors for the project site are required to take their collected trash to the Alexandria/Arlington waste-to-energy facility (T&ES)
47. Where the City of Alexandria provides the solid waste collection services; all trash and recycling shall be placed at the official set-out location as approved by the Director of T&ES. (T&ES)

**K. ENVIRONMENTAL**

**FLOODPLAIN MANAGEMENT:**

48. Demonstrate compliance with flood plain ordinance Section 6-300 to Section 6-311 of Article VI Special and Overlay Zones. No final plan shall be approved until full compliance with flood plain ordinance has been demonstrated. \* (T&ES)
49. All required information must appear on the final site plan submission (application) in order to be compliant with the City of Alexandria Floodplain Ordinance and allow for proper review of further compliance. Required items shall include, at a minimum, the following:
- a. The base flood elevation (BFE);
  - b. The elevation of the lowest floor (including basement);
  - c. For structures to be floodproofed (nonresidential only), the elevation to which the structure will be floodproofed; and,
  - d. Topographic information showing existing and proposed ground elevations.
- \* (T&ES)

50. Proposed fill placement shall not raise the 100-year water surface level at any location along the channel reach more than a maximum of 6 inches as permitted under Floodplain Regulations. Development shall prepare an application for Letter of Map Revision based on Fill (LOMR-F) from FEMA once final grading is completed and submit to City for review prior to submission to FEMA. Applicant shall provide a copy of the LOMR-F to the City once received from FEMA. (T&ES)
51. For all Residential and Non-Residential development (New and/or Substantial Improvement) in Special Flood Hazard Area (SFHA):
  - a. Upon placement of the lowest floor (including basements and garages) and prior to further vertical construction, an Elevation Certificate (FEMA Form 086-0-33), completed and certified by a Licensed Land Surveyor or Licensed Professional Engineer, shall be provided to the T&ES Development Coordinator. \* (T&ES)

STORMWATER MANAGEMENT:

52. 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)
53. 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)
54. 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)
55. Provide a BMP table with a separate listing for each individual BMP that includes the name of the practice, total area treated (acres), pervious area treated (acres), impervious area treated (acres), phosphorous removal efficiency (percentage), phosphorous removal efficiency (percentage), phosphorous removed by the practice (lbs.), and latitude and longitude in decimal degrees (T&ES)

56. Construction inspection checklists and associated photographic documentation must be completed for each stormwater best management practice (BMP) and detention facility during construction. Prior to the release of the performance bond, the applicant must submit all documents required by *The City of Alexandria As-Built Stormwater Requirements* to the City including as built plans, CAD data, BMP certifications and completed construction inspection checklists. (T&ES)
57. 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) \*\*\*\*
58. 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)
59. Groundwater from sump pumps may not be discharged into any stormwater BMPs or detention facilities. Bypass pipes and/or structures must be installed to bypass groundwater around all stormwater facilities. (T&ES)
60. 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) \*
61. The Applicant shall be responsible for maintaining stormwater Best Management Practices (BMPs) until activation of the homeowner's association (HOA), and/or master association, if applicable, or until sale to a private owner. Prior to transferring maintenance responsibility for the BMPs to the HOA, master association, and/ or owner, the Applicant shall execute a maintenance service contract with a qualified private contractor for a minimum of three (3) years, and transfer the contract to the HOA, master association, and/ or owner. 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) \*\*\*\*
62. If units will be sold as individual units and a homeowner's association (HOA) established the following two conditions shall apply:



- a. The Applicant shall furnish the Homeowner's Association with an Owner's Operation and Maintenance Manual for all Best Management Practices (BMPs) used on site. 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 any 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.
  - b. The Developer shall furnish each home purchaser with a brochure describing the stormwater BMP(s) installed on the site, outlining the responsibilities of the homeowners and the Homeowners Association (HOA) with respect to maintenance requirements. Upon activation of the HOA, the Developer shall furnish five copies of the brochure per unit to the HOA for distribution to subsequent homeowners. (T&ES) \*
63. 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) \*\*\*\*\*
64. 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) \*\*\*\*\*

WATERSHED, WETLANDS, & RPAs:

65. The stormwater collection system is located within the Potomac River 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)
66. Provide Environmental Site Assessment Notes that clearly delineate, map, describe and/or explain the following environmental features if located on site: individual components of the RPA as well as the total geographic extent of the RPA, to include the appropriate buffer, intermittent streams and associated buffers; 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)

CONTAMINATED LAND:

67. Indicate whether 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) \*
68. 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) \*
69. 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)

70. 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)

SOILS:

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

NOISE:

72. Prepare a noise study identifying the levels of noise residents of the project will be exposed to at the present time, and 10 years into the future in a manner consistent with the Noise Guidance Book used by the Department of Housing and Urban Development (HUD). In addition, include analysis of the levels of noise residents of the project will be exposed to due to loading and unloading activities, idling and traffic. Once the final building design has been established, conduct a building shell analysis to identify specific options to minimize noise and vibration exposure to future residents at the site, particularly in those units closest to on-site commercial activities as well as HVAC units, compressors, fans and other anticipated noise- and vibration- generating activities such as amplified music or free weights and/or other fitness equipment, as well as the loading areas, garage entrances, interstate highway, railroad tracks and airport traffic, including triple-glazing for windows, additional wall / roofing insulation, installation of resilient channels between interior gypsum board and wall studs, installation of a berm or sound wall and any other special construction methods to reduce sound transmission. If needed, the applicant shall install some combination of the above to the satisfaction of the Directors of P&Z and T&ES. (T&ES) \*
73. The noise study and noise commitment letter shall be submitted and approved prior to Final Site Plan release. (T&ES) \*

74. For each townhouse, provide at least one parking space with electrical conduit and plug (240 volt, 40 amps) ready to accept a future level 2 electric vehicle charger. (T&ES)
75. No vehicles associated with this project shall be permitted to idle for more than 10 minutes when parked. This includes a prohibition on idling for longer than 10 minutes in the loading dock area. The applicant shall post of minimum of two no idling for greater than 10 minutes signs in the loading dock area in plain view. (T&ES)

**AIR POLLUTION:**

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

**L. CONSTRUCTION MANAGEMENT**

78. Submit a separate construction management plan to the Directors of P&Z, T&ES and Code Administration prior to Final Site Plan release. The plan shall:
  - a. No streetlights shall be removed without authorization from the City of Alexandria;
  - b. If streetlights are to be removed from the public right of way, then temporary lights shall be provided until the installation and commissioning of new lights; \*
  - c. Include an analysis as to whether temporary street or site lighting is needed for safety during the construction on the site and how it is to be installed; \*
  - d. Provide a detailed sequence of demolition and construction of improvements in the public right of way along with an overall proposed schedule for demolition and construction; \*
  - e. Include an overall proposed schedule for construction; \*
  - f. Include a plan for temporary pedestrian circulation; \*
  - g. Include the location and size of proposed construction trailers, if any; \*
  - h. Include a preliminary Maintenance of Traffic Plan (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) \*\*\*

79. 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 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) \*
80. 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 by T&ES. (T&ES) \*\*
81. 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)
82. 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) \*\*
83. Transit stops adjacent to the site shall remain open if feasible for the duration of construction. If construction forces the closure of the stop at *[specify location]*, a temporary ADA accessible transit stop shall be installed. The exact temporary location shall be coordinated with the T&ES Transportation Planning Division at 703.746.4088 as well as with the transit agency which provides service to the bus stop. Signs noting the bus stop closure and location of the temporary bus stop must be installed at all bus stops taken out of service due to construction. (T&ES)

84. 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)
85. 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)
86. 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)
87. 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)
88. 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)
89. Install a temporary informational sign on the site prior to approval of the Final Site Plan for the project. The sign shall notify the public of the nature of the project and shall include the name and telephone number of the community liaison, including an emergency contact number for public questions regarding the project. The sign shall be displayed until construction is complete. (P&Z) (T&ES)
90. Implement a waste 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)

91. 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) \*\*\*
92. 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) \*\*
93. 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) \*\*\*
94. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)
95. 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)

**M. CONTRIBUTIONS**

96. Pursuant to the Waterfront Plan, provide a monetary or in-kind contribution based on \$12.50/square foot of net floor area (approximately \$219,750) to be used for off-site improvements to existing and planned public spaces within the Waterfront Plan area. The cost of in-kind contributions shall be credited towards the total monetary contribution required to the satisfaction of the Directors of P&Z, T&ES, RP&CA, and DPI:
  - a. If any combination of the above in kind contributions are mutually agreed to by the City and the applicant, the applicant shall submit an agreed upon

scope of work and cost estimate to the City prior to the release of the final site plan. Prior to the issuance of the certificate of occupancy for the project, the applicant shall complete the agreed upon work and make a monetary contribution to the City if the cost of the in kind work is less than the approximately \$219,750 contribution. In no case shall the applicant be obligated to perform off-site work in excess of approximately \$219,750. (P&Z)(T&ES)(RP&CA)(DPI)\*\*\*

97. In lieu of meeting the 25-percent minimum crown coverage requirement for lots 1, 2, 5 and 6 of the Zoning Ordinance in the Landscape Guidelines, the applicant shall provide a monetary contribution, in the amounts specified within the Landscape Guidelines, to the City of Alexandria's Living Landscape fund. The \$2,573 contribution will be provided prior to first Certificate of Occupancy. (P&Z) \*\*\*

**N. HOUSING:**

98. A voluntary contribution of \$76,234 to the Housing Trust Fund would be consistent with the conclusions of the Developer Housing Contribution Work Group accepted by The Alexandria City Council in December 2013. (Housing) \*\*\*

**O. PUBLIC ART:**

99. Per the City's Public Art Policy, adopted December 13, 2014, work with City staff to determine ways to incorporate public art elements on-site, or provide an equivalent monetary contribution to be used toward public art within the Small Area Plan planning area, to the satisfaction of the Directors of RP&CA and P&Z. The in-lieu contribution shall be \$.30 per gross square foot, with a maximum contribution of \$75,000 per building. In the event public art is provided on-site, the public art shall be of an equivalent value. (RP&CA) (P&Z)
- a. The next submission shall identify the location, type and goals for public art. Prior to release of the Final Site Plan, the applicant shall have selected the artist, have locations and medium finalized and provide a schedule for the art installation. The applicant is strongly encouraged to concurrently provide information on construction materials and the recommended maintenance regimen. The art shall be installed prior to the issuance of the first Certificate of Occupancy, to the satisfaction of the Directors of P&Z and/or RP&CA. (RP&CA)(P&Z) \* \*\*\*
- b. The in-lieu contribution shall be \$.30 per gross square foot, with a maximum contribution of \$75,000 per building. The contribution shall be provided prior to the issuance of the first Certificate of Occupancy. (RP&CA) (P&Z) \*\*\*

**P. USES AND SIGNS**

100. Design and develop a sign plan for interpretive signage that highlights the history and archaeology of the site. The plan shall be included as part of the Final Site Plan and shall coordinate the location, scale, massing and character of all proposed signage to the satisfaction of the Director of Archaeology. \* (Arch)

**Q. DISCLOSURE REQUIREMENTS**

101. The Condominium / Homeowners Association (HOA) documents shall incorporate language that requires the following elements and other restrictions deemed necessary by the City Attorney to ensure that the trees proposed to be saved are retained including:
  - a. Require property owners to sign a disclosure statement acknowledging the presence and required protection of the trees.
  - b. The trees to be protected as depicted on the released site plan shall be required to be retained unless otherwise permitted to be removed by the City Arborist due to the health and safety of the tree.
  - c. Any proposal to remove a tree that is designated to be retained on the released site plan for reasons other than health or safety shall require unanimous approval by the Homeowners Association and a site plan amendment. (P&Z)
102. All condominium association covenants shall be reviewed by the Director of P&Z and the City Attorney to ensure inclusion of all the conditions of this DSUP/DSP prior to applying for the first certificate of occupancy permit for the project. The association covenants shall include the conditions listed below, which shall be clearly expressed in a separate section of the covenants. The language shall establish and clearly explain that these conditions cannot be changed except by an amendment to this development special use permit approved by City Council.
  - a. The principal use of the parking spaces shall be for passenger vehicle parking only; storage which interferes with the use of a parking space for a motor vehicle is not permitted.
  - b. All landscaping and open space areas within the development shall be maintained by the Homeowners' and/or Condominium Owners' Association.
  - c. Exterior building improvements or changes by future residents shall require the approval of the City Council, as determined by the Board of Architectural Review.
  - d. Develop a noise control by-law aimed at controlling noise levels in the proposed development and resolving noise issues between neighboring occupants and disclose this by-law to all involved at the time of sale or lease agreement.
  - e. The specific language of the disclosure statement to be utilized shall be provided to the City for approval prior to release of any certificate of occupancy permit.

- f. Stormwater facility BMPs must be inspected and adequately maintained as designed to ensure proper functioning.
  - g. The specific language of the disclosure statement to be utilized shall be provided to the City for approval prior to release of any certificate of occupancy permit. (P&Z) (T&ES) (City Attorney) \*\*\*
103. If environmental site assessments or investigations discover the presence of onsite contamination, the applicant or its agent shall furnish each prospective buyer with a statement disclosing the prior history of the Solo Parking Garage site, including previous environmental conditions and on-going remediation measures. Disclosures shall be made to the satisfaction of the Director of Transportation and Environmental Services. (T&ES)
104. Notify prospective buyers, in their homeowner documents, that the *private alley* is a private alley and that storm sewers located within the site and alley are privately owned and maintained. (T&ES)

## **IX. CITY DEPARTMENT CODE COMMENTS**

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

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

- F - 1. In the future, if a property owner requests approval to construct a deck on their property, the property owner must demonstrate continued compliance with open space, floor area ratio requirements and setbacks pursuant to the Zoning Ordinance.
- R - 1. For all first-floor bays with a street-facing door providing their primary access, please coordinate with the Geographic Information Systems (GIS) Division for address assignments at tenant fit out. These uses are not permitted to use the primary building address as their address. Please contact the Addressing Coordinator in the GIS Division (703-746-3823) as each new tenant is determined, and an appropriate address based on the location of the primary entrance door of the new space will be assigned.
- 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. (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) \*\*\*\*\*
- C - 4 No permits shall be issued prior to the release of the Certificate of Appropriateness from the Board of Architectural Review. (BAR)

### **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 All proposed buildings where an occupied floor exceeds 75 feet above the lowest level of fire department vehicle access shall meet the Virginia Uniform Statewide Building Code for HIGH-RISE buildings.
- C - 7 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 - 8 Sheet piling 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 - 9 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.

### **Archaeology**

- F - 1. The property at 101 Duke St. has been in use since the late eighteenth century. By 1810 a house owned by Mary Copper was sited on the corner, next to another house owned by Thomas Preston. To the north of Copper's house was house and stable owned by Horace Fields, a nailor (nail maker). By the mid-nineteenth century the block had become more industrial in nature and shops and small industries were located there. This property holds a high potential to contain significant archaeological deposits that speak to the late eighteenth and nineteenth-century development of Alexandria's waterfront.
- F - 2. If this project is a federal undertaking or involves the use of any federal funding, the applicant shall comply with federal preservation laws, in particular Section 106 of the National Historic Preservation Act of 1966. The applicant will coordinate with the Virginia Department of Historic Resources and the federal agency involved in the project, as well as with Alexandria Archaeology.



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

**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 website:  
<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. Any 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. within the parking garage shall be provided on the plan. Note that dimensions shall not include column widths. (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 to the condominium townhomes portion of the development. 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 for safety reasons, the trucks shall minimize the need to reverse in order to perform trash or recycling collection. The City's storage space guidelines are available online at: <https://www.alexandriava.gov/ResourceRecovery> or by contacting the City's Resource Recovery 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: <https://www.alexandriava.gov/ResourceRecovery> or by calling the Resource Recovery Division at 703.746.4410 or by e-mailing [CommercialRecycling@alexandriava.gov](mailto:CommercialRecycling@alexandriava.gov). (T&ES)
- C - 14 All private streets and alleys shall comply with the City's Minimum Standards for Private Streets and Alleys. (T&ES)
- C - 15 Bond for the public improvements must be posted prior to release of the site plan. (T&ES)\*

- C - 16 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 - 17 Provide a phased erosion and sediment control plan consistent with grading and construction plan. (T&ES)
- C - 18 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 - 19 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 - 20 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 - 21 No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travel ways unless otherwise permitted by the City Code. (T&ES)
- C - 22 All driveway entrances, curbing, etc. in the public ROW or abutting public ROW shall meet City design standards. (T&ES)
- C - 23 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
- C - 24 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 - 25 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 - 26 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 - 27 The applicant shall comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. (T&ES)
- C - 28 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, and/or Virginia Marine Resources shall be in place for all project construction and mitigation work prior to release of the Final Site Plan. This includes the state requirement for a state General VPDES Permit for Discharges of Stormwater from Construction Activities (general permit) and associated Stormwater Pollution Prevention Plan (SWPPP)\_for land disturbing activities equal to or greater than one acre. See memo to industry 08-14 which can be found on-line here: <http://alexandriava.gov/tes/info/default.aspx?id=3522>. (T&ES) \*
- C - 29 The applicant must provide a Stormwater Pollution Prevention Plan (SWPPP) Book with the Final 1 submission. The project's stormwater management (SWM) plan and the erosion and sediment control (E&SC) plan must be approved prior to the SWPPP being deemed approved and processed to receive coverage under the VPDES Construction General Permit. Upon approval, an electronic copy of the approved SWPPP Book must be provided with the Mylar submission and the coverage letter must be copied onto the plan sheet containing the stormwater management calculations. An electronic copy and a hardcopy of the SWPPP Binder Book must be included in the released site plans, and the approved hardcopy SWPPP Binder Book must accompany the construction drawings onsite. Separate parcel owners will be required to seek separate VPDES Construction General Permit Coverage unless a blanket entity incorporated in Virginia has control of the entire project. (T&ES-Storm)

### **AlexRenew Comments**

*Specific comments to be provided for each project.*

**VAWC Comments**

*Specific comments to be provided for each project.*

**Fire Department**

- F - 1. All new fire hydrants on private property shall be City owned and maintained with the appropriate easements granted to the City for access, inspection, testing, maintenance and service.
- R - 1. In the event an existing building will be razed, the Alexandria Fire Department would like the opportunity to explore utilizing the structure before demolition for training exercises. If such an agreement can be reached, conditions of use between the parties and a hold harmless agreement will be provided to the owner or their representative.
- 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 the ground floor level windows be equipped with a device or hardware that allows windows to be secured in a partially open position. This is to negate a “breaking and entering” when the windows are open for air.
- R - 4. It is recommended that a “door-viewer” (commonly known as a peep-hole) be installed on all doors on the ground level that lead directly into an apartment. This is for the security of the occupant.

**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 SPECIAL USE PERMIT with SITE PLAN

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

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

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

### APPLICANT:

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

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

### PROPERTY OWNER:

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature *Garrett W. Erdle*

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

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

1. The applicant is: (check one)  
The Owner      Contract Purchaser      Lessee or      Other: \_\_\_\_\_ of  
the subject property.

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

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

Yes. Provide proof of current City business license.

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

## OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

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

Name	Address	Percent of Ownership
1.		
2.		
3.		

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

Name	Address	Percent of Ownership
1.		
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

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

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

_____	_____	<i>Garrett W. Erdle</i>
Date	Printed Name	Signature

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

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

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

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

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

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

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

B. How will the noise from patrons be controlled?

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

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

Yes.              No.

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

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

Yes.              No.

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



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

#### ALCOHOL SALES

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

Yes.              No.

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

#### PARKING AND ACCESS REQUIREMENTS

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

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

\_\_\_\_\_

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

\_\_\_\_\_ Standard spaces

\_\_\_\_\_ Compact spaces

\_\_\_\_\_ Handicapped accessible spaces

\_\_\_\_\_ Other

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

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

---

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

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

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

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

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