

EXHIBIT NO. 1

4
6-17-06

Docket Item #3
SPECIAL USE PERMIT #2006-0024

Planning Commission Meeting
June 6, 2006

ISSUE: Consideration of a request for a special use permit for a temporary office trailer.

APPLICANT: Westminster Presbyterian Church
by Robert Calhoun

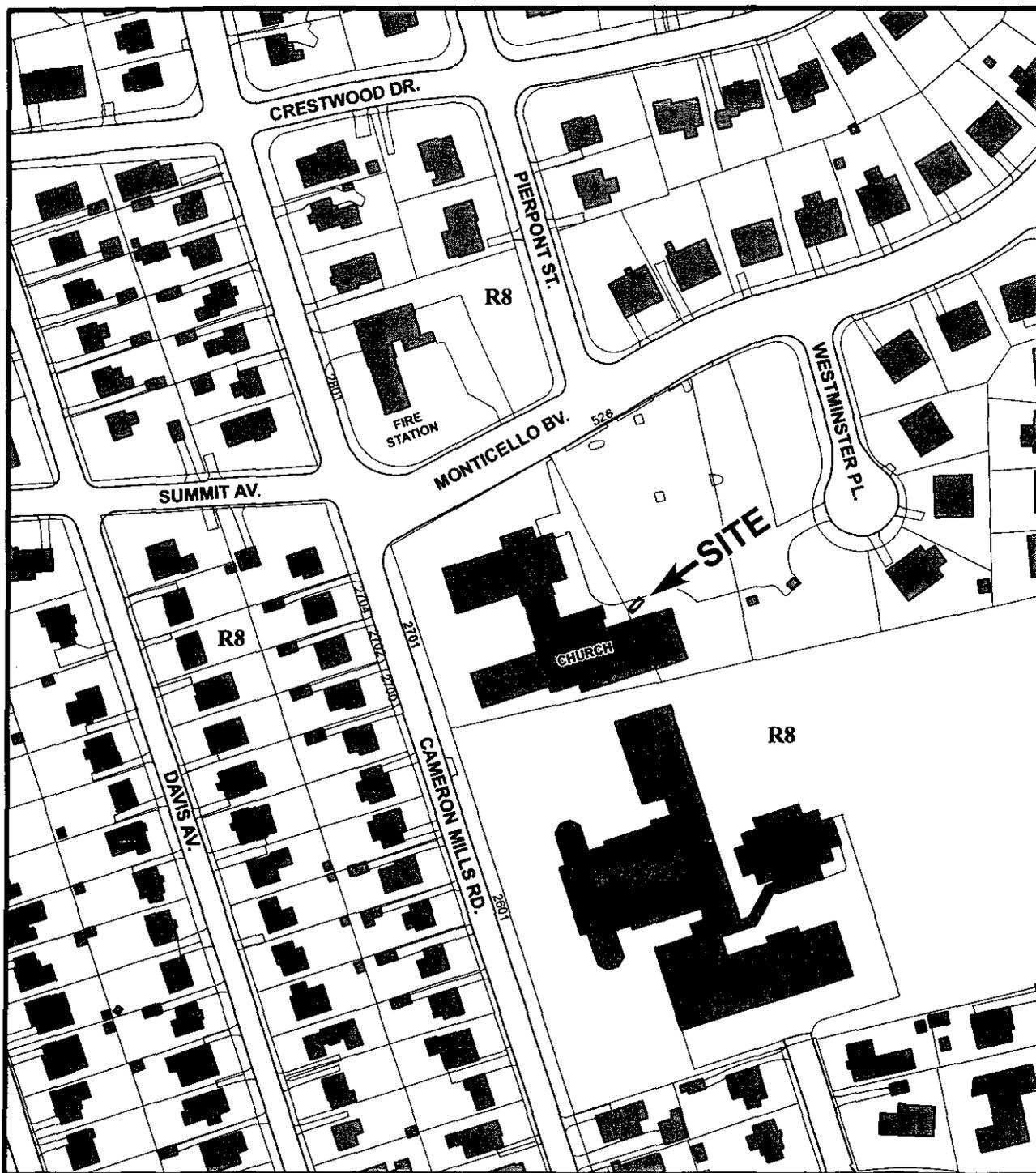
LOCATION: 526 Monticello Blvd (2701 Cameron Mills Rd)

ZONE: R-8/Single-family

PLANNING COMMISSION ACTION, JUNE 6, 2006: By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

Reason: The Planning Commission agreed with the staff analysis.

STAFF RECOMMENDATION: Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.



SUP #2006-0024

06/06/06



I. DISCUSSION

REQUEST

The applicant, Westminster Presbyterian Church, requests special use permit approval for a temporary office trailer located at 526 Monticello Boulevard (behind 2701 Cameron Mills Road).

SITE DESCRIPTION

The subject property is one lot of record with 176 feet of frontage on Monticello Boulevard, 308 feet of depth and a total lot area of just under one acre. The site is developed with the parking lot for the Westminster Presbyterian Church located immediately to the west. The property immediately to the east is also a portion of the parking lot for the church. Access to the property is from Monticello Boulevard.

The surrounding area is occupied by single family, residential uses.



PROPOSAL

The applicant proposes to temporarily locate an office trailer in the parking lot of the church while the church's offices and sanctuary are undergoing renovations. The renovations are expected to take from nine to 12 months. The trailer will be located at the southwestern corner of the parking lot, near the church building. The office is staffed by 13 people. Power and telephone service will be provided to the trailer by temporary overhead lines. The normal hours of operation of the offices are Monday through Friday from 7:30 a.m. to 5:00 p.m. The applicant proposes to provide at least three large planters along the east side of the trailer facing the street (see attached photos of planters). There are several large, mature trees in the parking lot that provide some additional screening.

PARKING

Under Section 8-200 (A) (18) of the Zoning Ordinance, an office with 1,440 square feet of space requires three parking spaces. In this case, the church parking lot provides ample parking for the trailer as the building undergoes renovation.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the R-8/Single family residential zone. Section 3-302(D) of the Zoning Ordinance allows a church in the R-8 zone, and Section 7-1101(C) requires a special use permit for a temporary classroom trailer.

The proposed use is consistent with the Northridge/Rosemont Small Area Plan chapter of the Master Plan, which designates the property for Institutional use.

II. STAFF ANALYSIS

Staff does not object to the proposed temporary trailer located at 526 Monticello Boulevard, behind Westminster Presbyterian Church. The office trailer is temporary while the offices are undergoing renovation. The trailer is set back significantly from the street, which lessens its visual impact on the area. The applicant will also be providing planters around the trailer to improve its appearance.

With the following conditions, staff recommends approval.

III. RECOMMENDED CONDITIONS

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. The location of the trailer shall be consistent with the attached plan. (P&Z)
3. The trailer shall be removed twelve months from the issuance of its occupancy permit. (P&Z)
4. The applicant shall install at least three planters at the east side of the trailer to the satisfaction of the Director of Planning and Zoning. (P&Z)
5. Loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
6. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the temporary trailers once they are in place.

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;
Richard Josephson, Deputy Director;
Valerie Peterson, Urban Planner.

Staff Note: In accordance with section 11-506(c) of the zoning ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

IV. CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- C-1 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.
- R-1 Loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line.

Code Enforcement:

- C-1 The proposed construction shall conform with the Virginia Uniform Statewide Building Code.
- C-2 Handicapped accessibility shall be provided to the trailer.
- C-3 The trailer shall bear a seal showing compliance with the Virginia Industrialized Building Code.
- C-4 A construction permit is required for the proposed operation.
- C-5 The location of the proposed trailer shall be no less than 40 feet from the existing structure per the requirements of Table 602 of the USBC.

Health Department:

- F-1 No comment

Police Department:

- R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security survey for the temporary trailers once they are in place.

APPLICATION for SPECIAL USE PERMIT # 2006-0024

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PROPERTY LOCATION: 2701 Cameron Mills Road, Alexandria, Virginia 22302

TAX MAP REFERENCE: 023-04-10-01 ZONE: R-8/Single/family zone

APPLICANT Name: Westminster Presbyterian Church

Address: 2701 Cameron Mills Road, Alexandria, Virginia 22302

PROPERTY OWNER Name: Trustees of Westminster Presbyterian Church

Address: 2701 Cameron Mills Road, Alexandria, Virginia 22302

PROPOSED USE:

Use of 2 double-wide trailers as temporary offices for church staff during interior renovation and construction of church. The trailers will be placed on the overflow parking lot on the church's property.

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 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 hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Robert Calhoun
Print Name of Applicant or Agent
Redmon Peyton & Braswell LLP
510 King Street, Suite 301
Mailing/Street Address
Alexandria, VA 22314
City and State Zip Code

Robert J. Calhoun
Signature
703-684-2000 703-684-5109
Telephone # Fax #
March 28, 2006
Date

DO NOT WRITE BELOW THIS LINE -OFFICE USE ONLY

Application Received: _____ Date & Fee Paid: _____ \$ _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (check one) the Owner Contract Purchaser

Lessee or Other: _____ of the subject property.

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

The Trustees of Westminster Presbyterian Church hold title to all three parcels that constitute the church's property in trust for the benefit of the church.

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.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

See Attachment.

NARRATIVE DESCRIPTION

3. 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. (Attach additional sheets if necessary)

The church proposes to park two double-wide trailers on the gravel based overflow parking lot on the church property. These trailers are to serve as office space for the thirteen-member church staff during the interior renovation of the entire facility. Power and telephone will be provided by temporary overhead lines from the permanent source at the northeast corner of the church building. The trailers will occupy a sixty by fifty-four foot area. This includes the necessary connecting platform.

The church staff consists of the Senior Minister, two Associate Ministers, an Administrator, two secretaries, the Director of Adult Education, the Director of Christian Education, the Director of Music, the Director of Seniors Ministries, Coordinator of Local Missions, Coordinator of International Missions and the Coordinator of Volunteers. The normal hours of operation are Monday through Friday from 7:30 a.m. to 5:00 p.m.

The renovation of the facility is expected to take nine to twelve months. During this time, meetings or worship services in the facility will be virtually nonexistent. There is adequate parking for staff and visitors in the existing parking lot. The site is screened from the neighbors on Westminster place by the existing Leyland cypress trees and shrubs.

USE CHARACTERISTICS

4. The proposed special use permit request is for: *(check one)*

- a new use requiring a special use permit,
- a development special use permit,
- an expansion or change to an existing use without a special use permit,
- expansion or change to an existing use with a special use permit,
- other. Please describe: _____

5. Please describe the capacity of the proposed use:

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

Two double-wide trailers for temporary use as offices for church staff members, Monday through Friday 7:30 a.m. to 5:00 p.m., during interior renovation of the church's facilities.

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

13 staff persons and visitors to church's temporary offices in trailers will use the trailers during the church's business hours - which are Monday through Friday 7:30 a.m. to 5:00 p.m.

6. Please describe the proposed hours and days of operation of the proposed use:

Day:	Hours:
Monday through Friday	7:30 a.m. to 5:00 p.m.

7. Please describe any potential noise emanating from the proposed use:

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

None.

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B. How will the noise from patrons be controlled?

None anticipated.

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

None.

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

No change. Typical office and paper trash.

B. How much trash and garbage will be generated by the use?

2-3 wastebaskets per day at most.

C. How often will trash be collected?

Regular City pick-up from existing dumpster on site.

D. How will you prevent littering on the property, streets and nearby properties?

Office trash cans will be emptied into church's existing dumpster for City pick-up.

10. 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:

11. 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:

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

Trailers used during business hours and locked at night.

ALCOHOL SALES

13. 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

14. Please 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?

During construction activities much less than existing spaces in church parking lot will be used for office staff and visitors to these temporary offices.

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

111 Standard spaces
None Compact spaces
9 Handicapped accessible spaces
_____ Other

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

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

Not applicable

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.

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? None required.

B. How many loading spaces are available for the use?

C. Where are off-street loading facilities located?

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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?

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

Yes

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? Yes No

Do you propose to construct an addition to the building? Yes No

How large will the addition be? _____ square feet.

18. What will the total area occupied by the proposed use be?

60 sq. ft. (existing) + 54 sq. ft. (addition if any) = 114 sq. ft. (total)

19. The proposed use is located in: (check one)

a stand alone building a house located in a residential zone a warehouse

a shopping center. Please provide name of the center: _____

an office building. Please provide name of the building: _____

other, please describe: two double-wide trailers to be used as temporary offices on church property for church staff during interior renovation of church.

REDMON, PEYTON & BRASWELL, L.L.P.
510 KING STREET, SUITE 301
ALEXANDRIA, VIRGINIA 22314

TELEPHONE (703) 684-2000
FACSIMILE (703) 684-5109

May 17, 2006

Valerie Peterson
Department of Planning and Zoning
City of Alexandria
320 King Street
Alexandria, Virginia 22314

Re: Special Use Permit—Westminister Presbyterian Church

Dear Valerie,

Thank you for taking the time to discuss Westminister's Special Use Application. Pursuant to our discussion at the meeting, please include the following as a supplement/amendment to the Application.

1. Address of Applicant

Add 526 Monticello Blvd. as an additional address to the 2701 Cameron Mills Road address set out in the Application. The latter address is the mailing address for the Church; however, 526 Monticello is the legal tax map address for the parcel (one of three legally separate parcels that make up the Church's property) on which the trailer may rest.

2. Number and Location of Trailers

As submitted, the SUP Application requests permission for two temporary trailers. It has now been determined that one trailer will be sufficient, and the Application should be amended to reflect this reduction. The SUP Application also locates the trailers at the the northeast corner of the Church parking lot. It has now been determined that the one trailer can and will be located near the Church building. A revised site plan showing this change is attached.

3. Landscaping

As we discussed, the trailer will be screened by existing planters similar to those shown in the attached photo.

Please let me know if you need anything further.

Sincerely yours,


Robert L. Calhoun

Attachment

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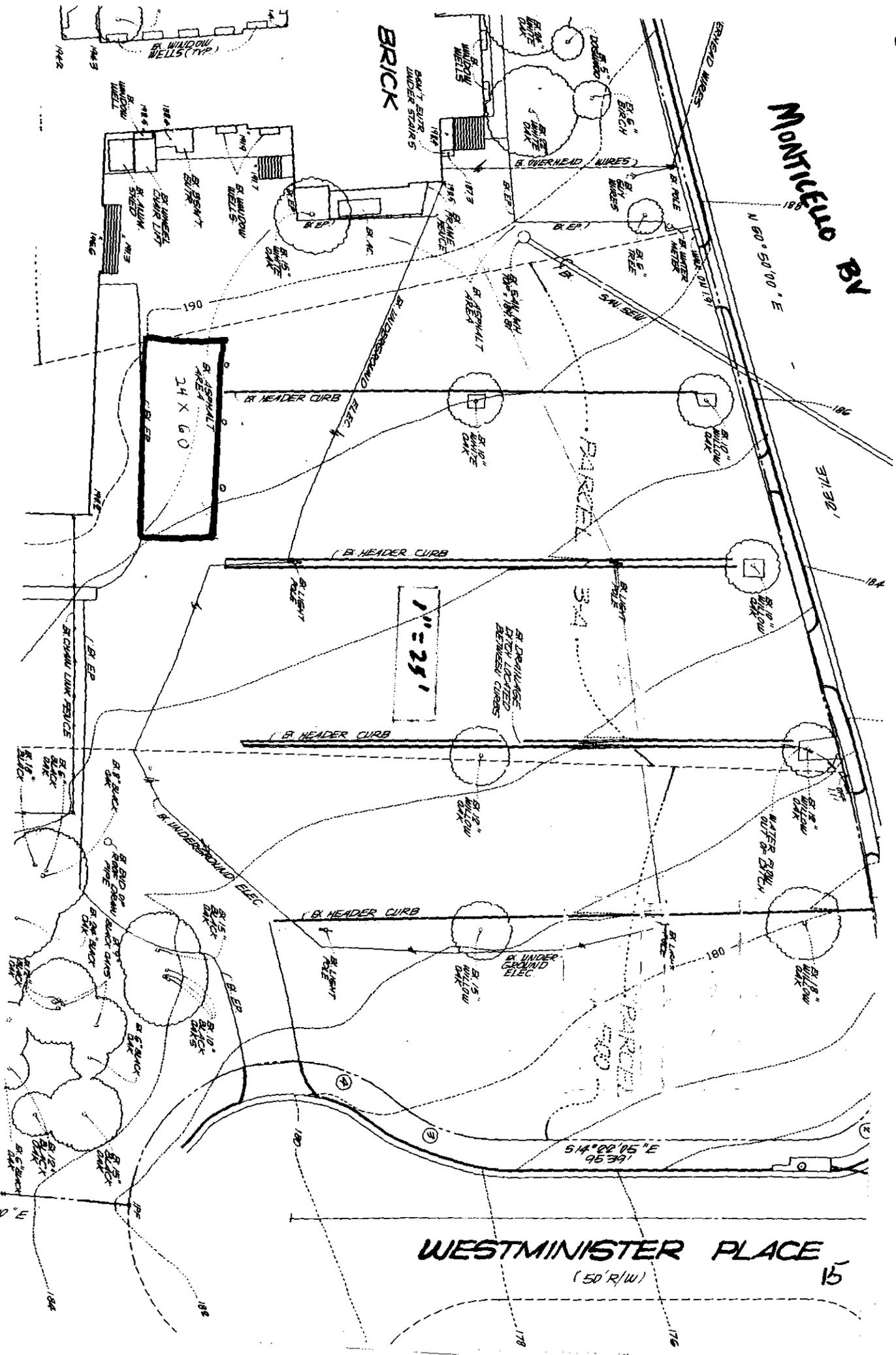
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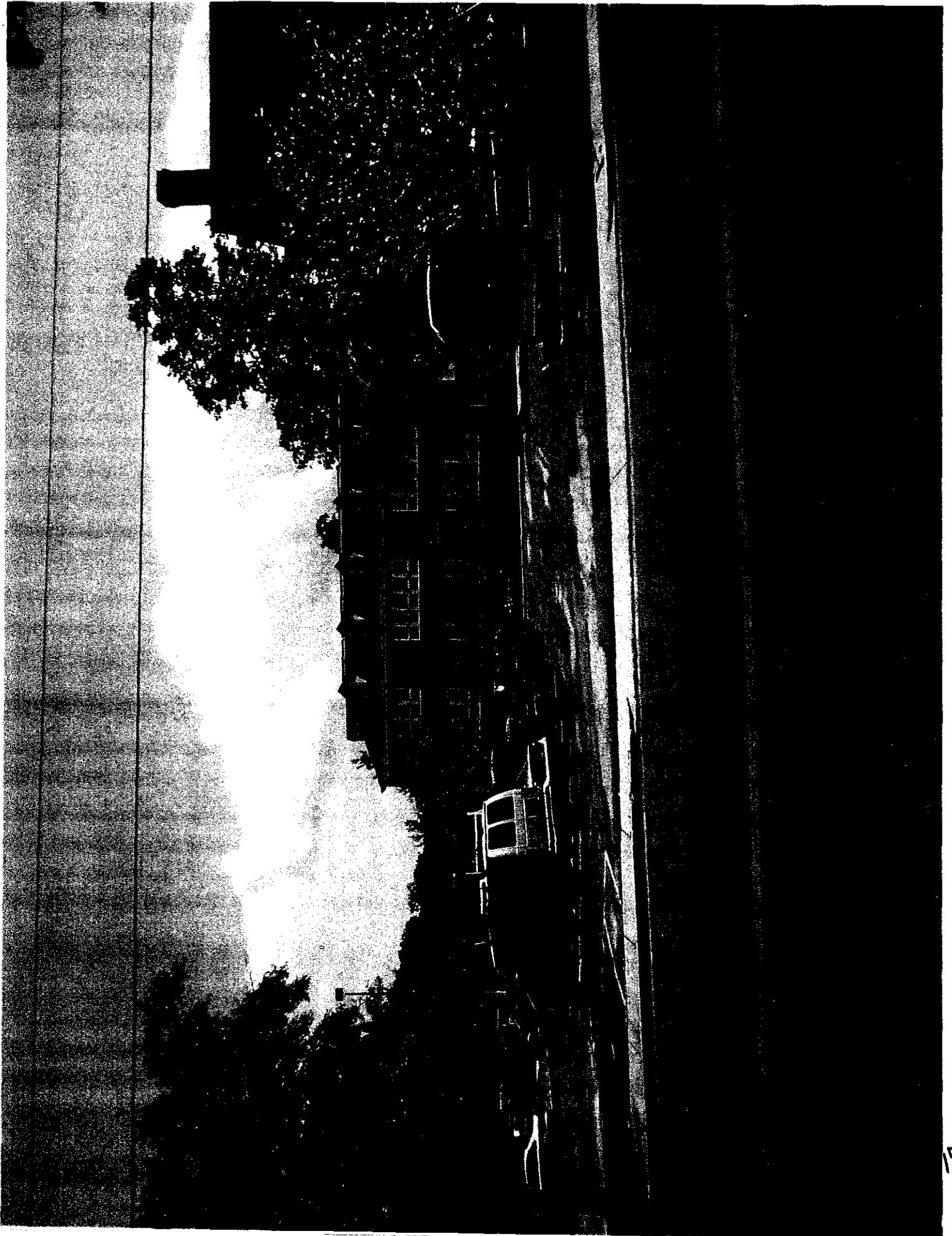
WESTMINISTER PLACE
(50' R/W)

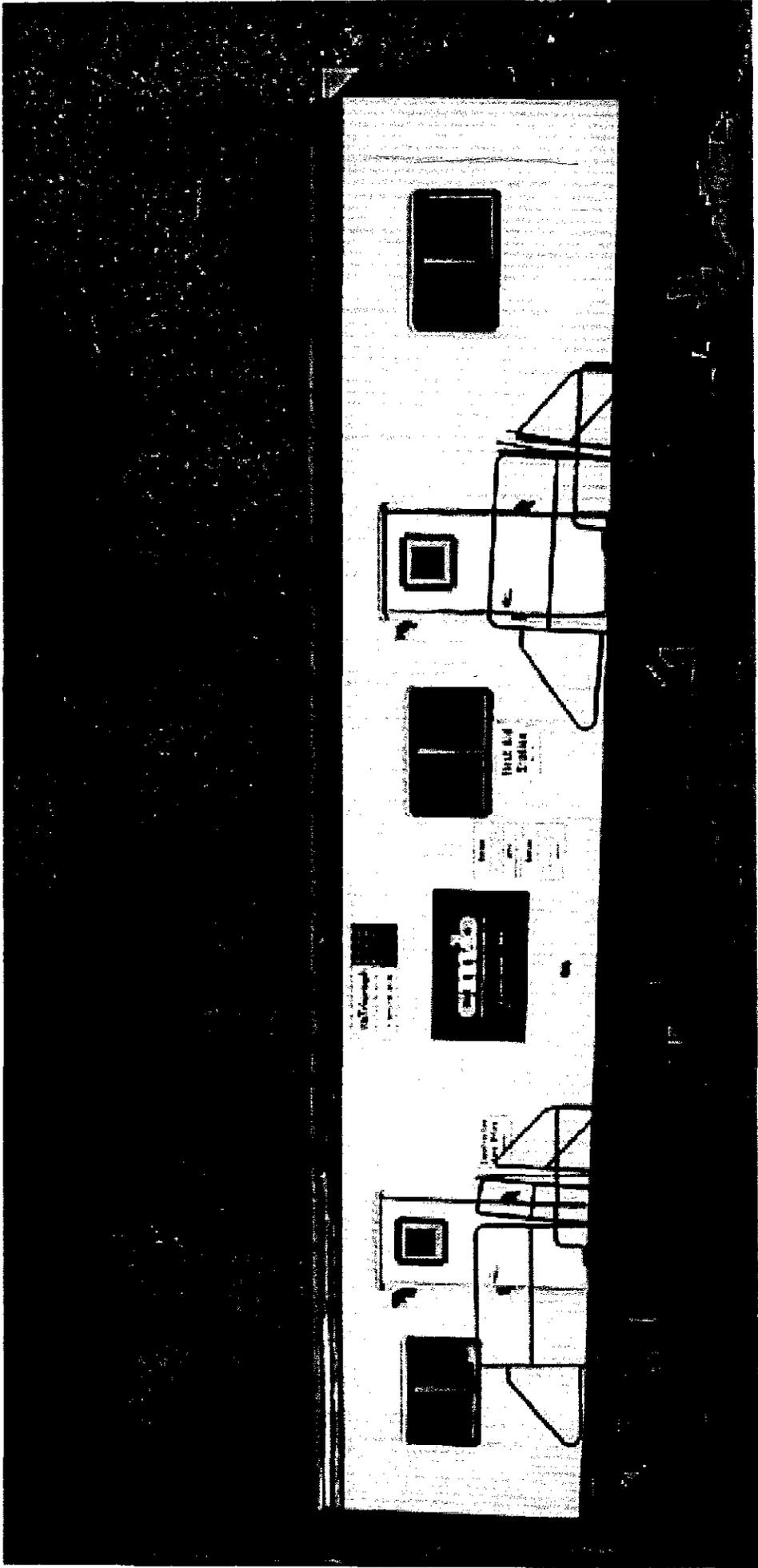
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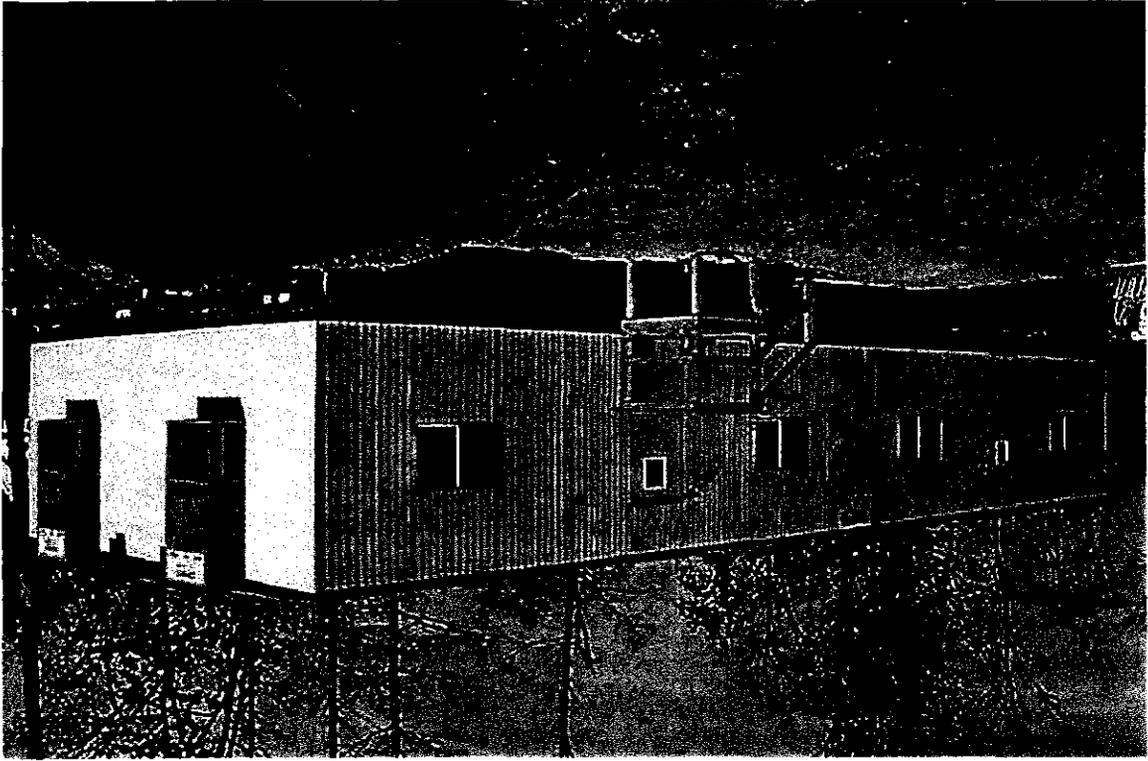




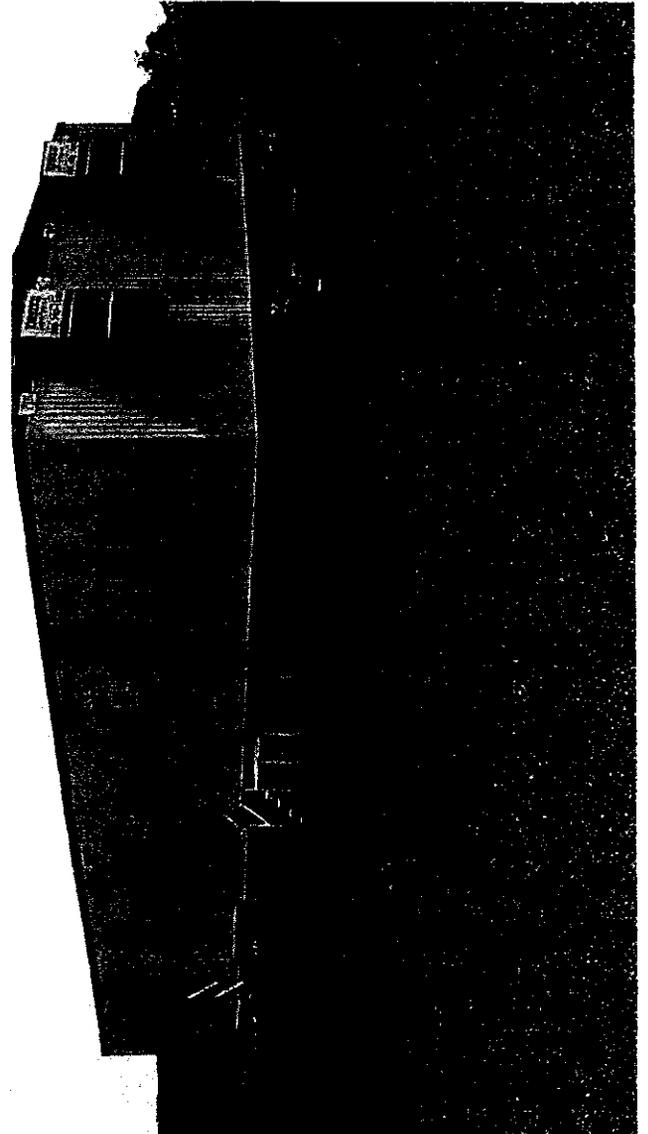
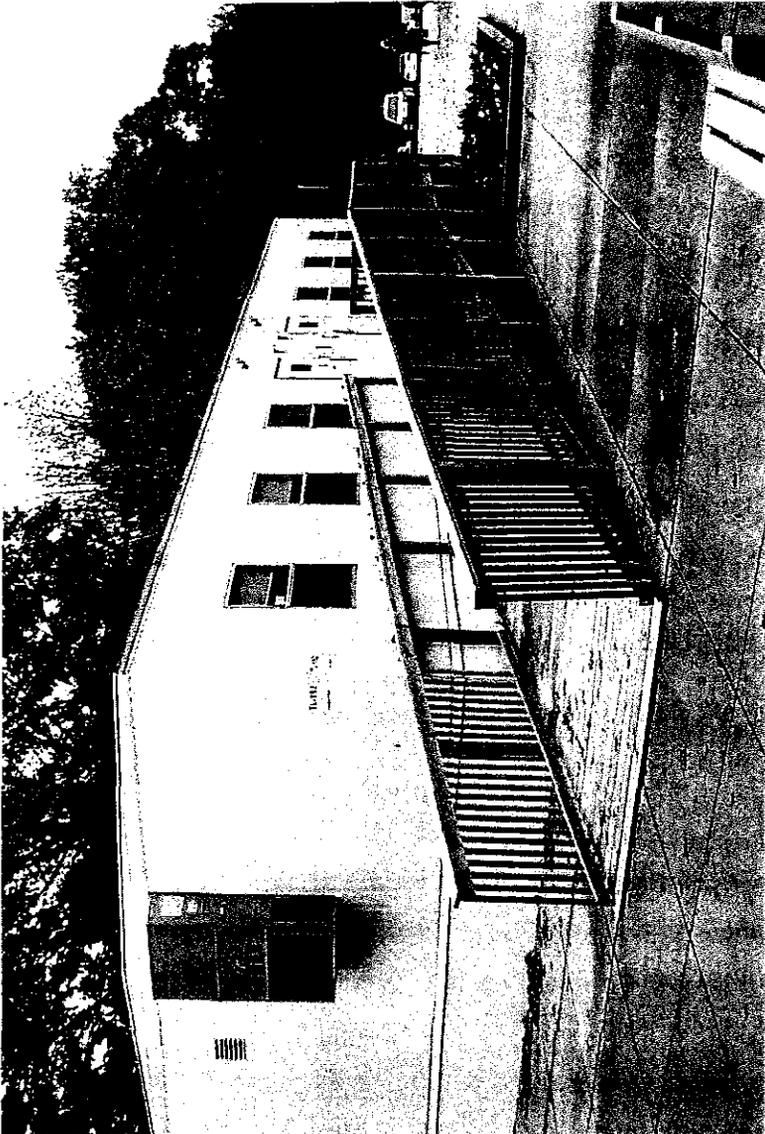
 Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, VA 22302

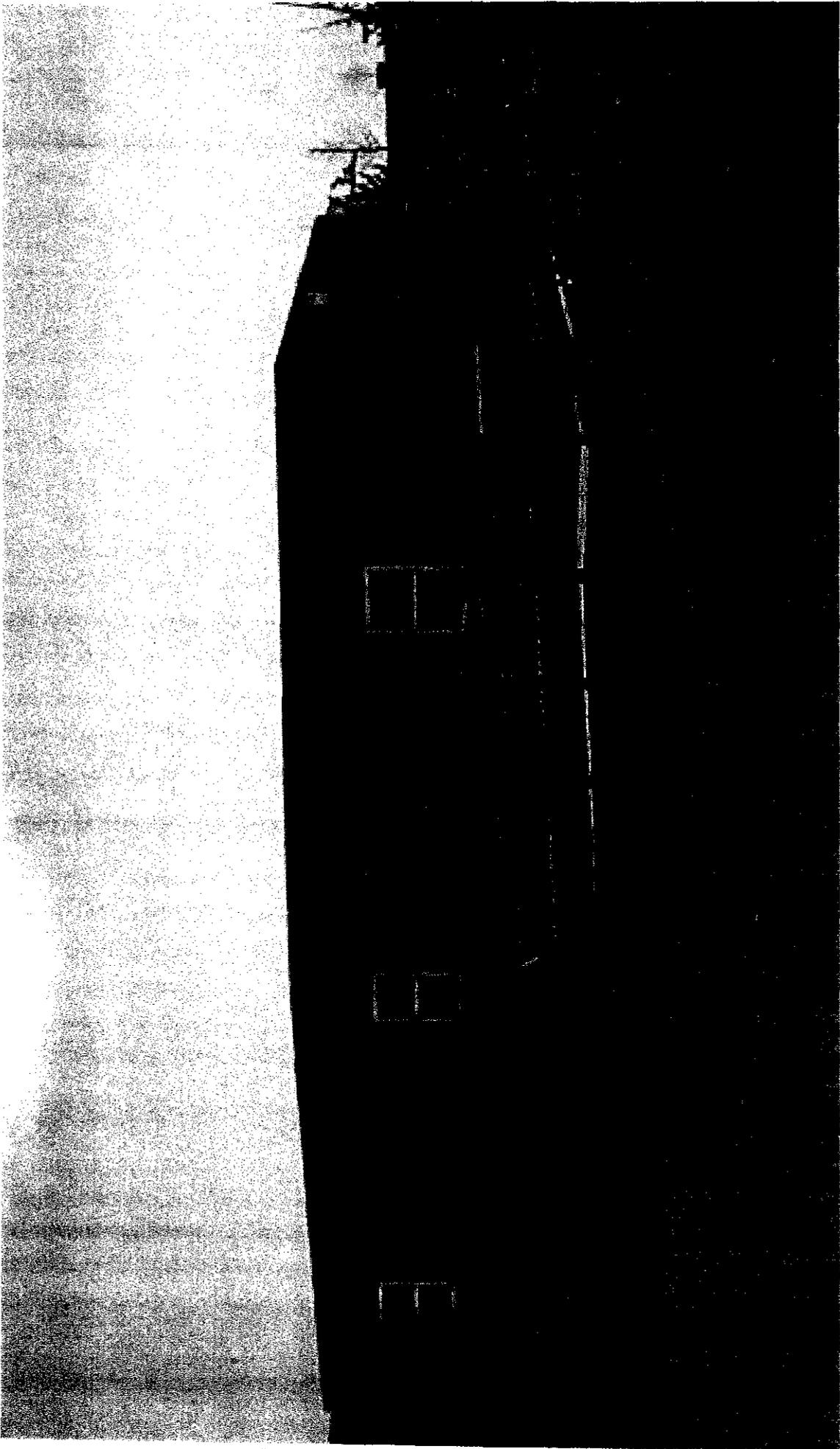
Sample of trailer

For SUP - Planning & Zoning - City of Alexandria

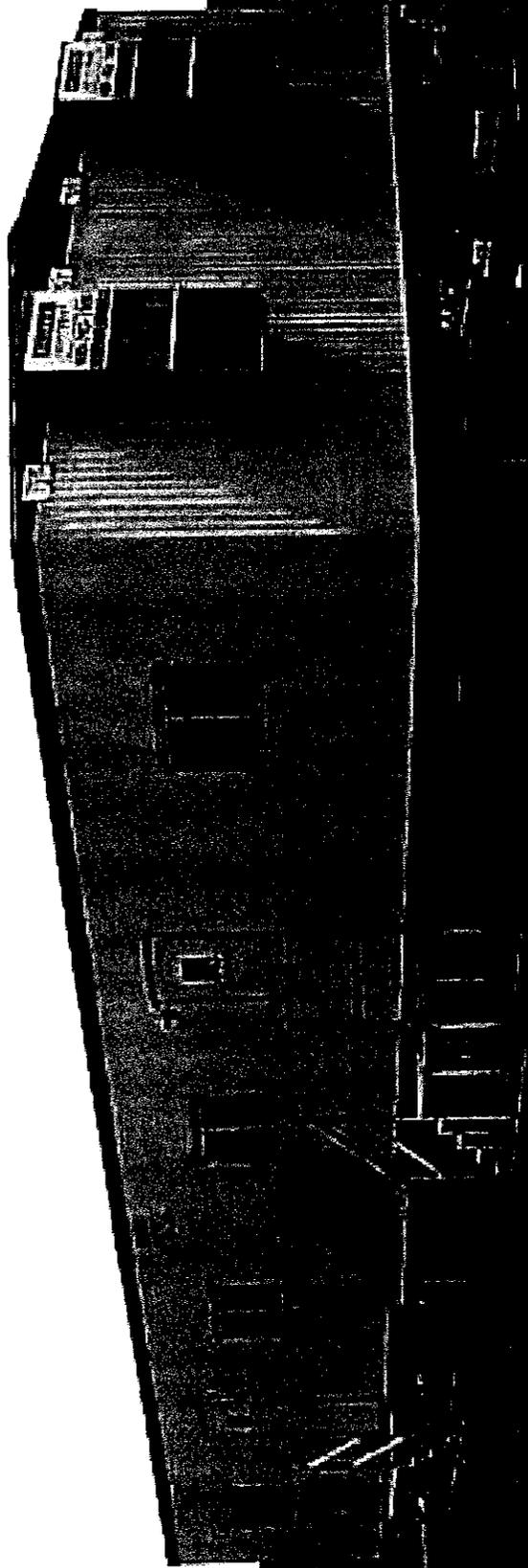


Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, VA 22302





 Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, VA 22302



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Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, VA 22302

Handwritten text, possibly a name or address, partially obscured by the sticker.

REDMON, PEYTON & BRASWELL, L.L.P.
510 KING STREET, SUITE 301
ALEXANDRIA, VIRGINIA 22314

TELEPHONE (703) 684-2000
FACSIMILE (703) 684-5109

June 12, 2006

4
6-17-06

The Honorable Mayor and Members of
the Alexandria City Council
320 King Street
Alexandria, Virginia 22314

Re: Special Use Permit # 20006-0024
Westminister Presbyterian Church

Dear Mayor Euille and Members of City Council:

This Special Use Permit is before you at your June 17 public hearing and final consideration. It was approved by the Planning Commission unanimously at its June 6 meeting, and I know of no opposition to its final approval. Unfortunately, a professional obligation requires me to out of the City on June 17. However, Mr. William McCulla, a member of the congregation, will be present. He is very familiar with the subject matter of the SUP Application, and will be able to respond to any of your questions.

Thank you for your consideration.

Sincerely yours,


Robert L. Calhoun

cc. Valerie Peterson
Department of Planning and Zoning

William McCulla

APPLICATION for SPECIAL USE PERMIT # 2006-0024

[must use black ink or type]

PROPERTY LOCATION: 2701 Cameron Mills Road, Alexandria, Virginia 22302

TAX MAP REFERENCE: 023-04-10-01 ZONE: R-8/Single/family zone

APPLICANT Name: Westminster Presbyterian Church

Address: 2701 Cameron Mills Road, Alexandria, Virginia 22302

PROPERTY OWNER Name: Trustees of Westminster Presbyterian Church

Address: 2701 Cameron Mills Road, Alexandria, Virginia 22302

PROPOSED USE:

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Robert Calhoun
Print Name of Applicant or Agent
Redmon Peyton & Braswell LLP
510 King Street, Suite 301
Mailing/Street Address
Alexandria, VA 22314
City and State Zip Code

Robert J. Calhoun
Signature
703-684-2000 703-684-5109
Telephone # Fax #
March 28, 2006
Date

===== **DO NOT WRITE BELOW THIS LINE -OFFICE USE ONLY** =====

Application Received: _____ Date & Fee Paid: _____ \$ _____

ACTION - PLANNING COMMISSION: By unanimous consent, recommended approval 6/6/06

ACTION - CITY COUNCIL: 6/17/06-CC approved the PC recommendation 6-0

07/26/99 p:\zoning\pc-app\forms\app-sup1