

EXHIBIT NO. 1

19  
9-20-05

Docket Item #17  
SPECIAL USE PERMIT #2005-0079

Planning Commission Meeting  
September 8, 2005

**ISSUE:** Consideration of a request for a special use permit to expand an existing private school by constructing two faculty houses.

**APPLICANT:** The Protestant Episcopal High School in Virginia

**LOCATION:** 1200 North Quaker Lane

**ZONE:** R-20/Single-family zone

---

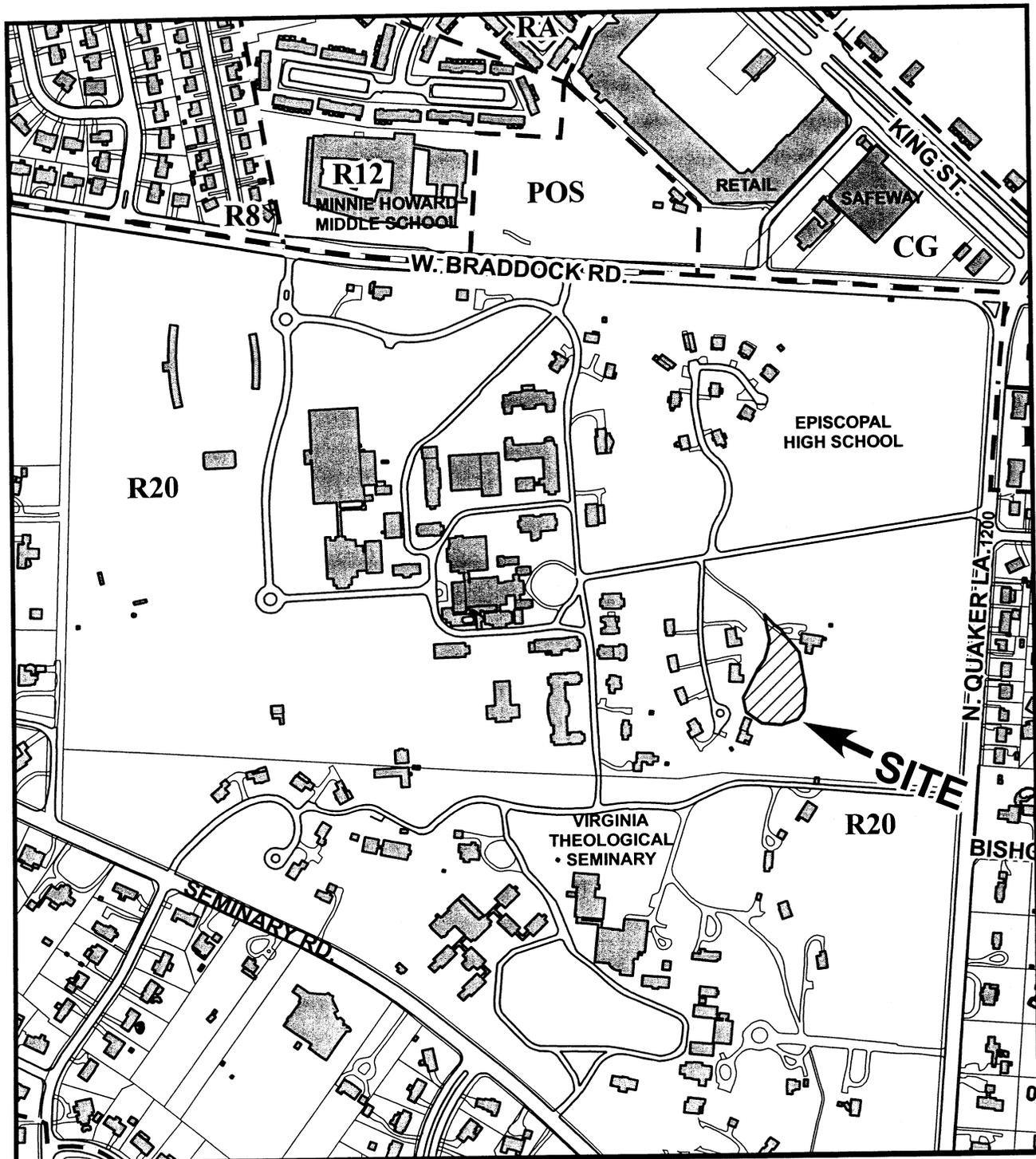
**PLANNING COMMISSION ACTION, SEPTEMBER 8, 2005:** On a motion by Mr. Komoroske, seconded by Ms. Fossum, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations. The motion carried on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis. Chairman Wagner indicated that he would like to see progress made on developing a future land use plan for the school before any other requests from the school are submitted to the Planning Commission.

Speakers:

Ellen Pickering, 103 Roberts Lane, spoke regarding the request. She was pleased that the staff report addressed many of her concerns. She has been a member of the City's Open Space Committee, whose tenure is drawing to a conclusion. The Open Space Committee has identified the Episcopal High School property as a high priority for open space preservation.

Duncan Blair, attorney for the applicant, spoke in support of the request. He indicated that the school has been a steward of its land for the past 150 years and will continue its stewardship into the future.



**SUP #2005-0079**

**09/08/05**



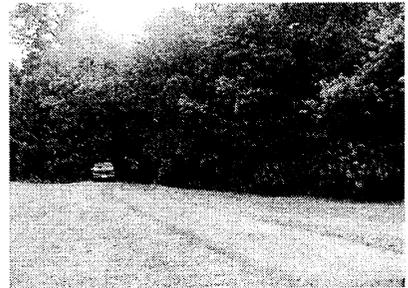
## I. DISCUSSION

### REQUEST

The applicant, Episcopal High School, requests special use permit approval for the expansion of a private school by constructing two single-family faculty homes located at 1200 Quaker Lane.

### SITE DESCRIPTION

The subject site is bounded by West Braddock Road to the north, North Quaker Lane to the east, Seminary Road to the south and North Howard Street to the west. The private school is a 130-acre site that is two lots of record and is zoned R-20/Single-family residential.



The campus is contiguous to the Virginia Theological Seminary to the south, commercial, multi-family and single-family uses to the east, commercial, institutional and single-family uses to the north and single-family homes to the west. The site is zoned R-20/single-family residential, which permits private schools with a special use permit.

### PROJECT DESCRIPTION

The applicant proposes to construct two single-family faculty homes in the area of existing faculty housing, off of Goodwin Road. Each house will be approximately 2,800 square feet, and will be two stories with a maximum height of 35 feet. The houses will be located off of an extension of an existing driveway.

An earlier proposal for the two homes would have located them in an area where more trees would have been impacted. The applicant worked with staff from Planning and Zoning to find a location for the proposed homes that would impact fewer trees and utilize an existing driveway.

BACKGROUND

The Episcopal High School is situated in the center of the City and provides a considerable benefit to the public by having large areas of open space and woodland areas that are visible from the adjoining public streets (North Howard Street, Braddock Road and Quaker Lane). Over the past 10 years, the site has experienced several significant construction projects that include:

- Four semi-detached single-family faculty dwellings;
- a 23,500 square foot dormitory;
- a 22,250 square foot fine arts center addition;
- Construction of a loop road;
- an Alumni cottage; and
- a 23,000 square foot science center

During discussions concerning the science center building in 2003, staff recognized the recent growth at the site and requested that the applicant submit an overall long-range master plan for the campus.

During review of the Science Center SUP in 2003, staff expressed a concern to the applicant that future development of the school property would significantly reduce the amount of open space and trees on the perimeter of the site. The Episcopal High School and the adjoining Virginia Theological Seminary occupy some of the largest parcels of land in the City that have been in use since before the Civil War. Their existence as major institutions has contributed significant public benefit by maintaining most of their property as modestly developed school and institutional use. These sites constitute large areas of visual and physical open space and woodlands, not only to the school, but also to the residents of the surrounding area as well as the public at large. The City's Open Space Plan recognizes this site as a valuable open space opportunity. The City is seeking to maintain this benefit by having these areas at Episcopal High School protected from future redevelopment and/or clearing.

In 2003, when the school was seeking approval of the Development Special Use Permit for the Science Center, there was an understanding that the school would develop a Memorandum of Understanding addressing future development and preservation on the school property. This agreement was referenced in the attached correspondence dated October 3, 2003 from the Headmaster of the school to the Department of Planning and Zoning. It indicated that Episcopal staff and their Board of Trustees would work with the City to create an agreed upon memorandum of understanding to establish an appropriate green buffer along the boundary of the property along Quaker Lane and Braddock Road. In conjunction with this memorandum, the school would develop their master plan for future use of the school property. This master plan would be submitted to the Planning Commission and City Council for approval and would serve as the basis for approvals for future projects identified in the plan. This master plan would identify locations of future buildings, infrastructure, open space, tree retention and buffers.

During the public hearing for the science center building (DSUP#2003-0005) in November 2003, the Planning Commission expressed concern about the lack of commitment made by the school to work with the City to preserve open space.

To address this concern and in conjunction with this application, the applicant met with City staff in May and August 2005 to discuss the development of a formal memorandum of understanding. A condition has been added requiring the applicant to work with the City to establish a time schedule for preparation of the memorandum.

#### PARKING

According to Section 8-200 (A)(1) of the Zoning Ordinance, a single-family dwelling requires two parking spaces. Each proposed faculty home accommodates two parking spaces. Additional parking spaces for visitors are located in the parking lots near the other campus buildings.

#### ZONING/MASTER PLAN DESIGNATION

The subject property is located in the R-20/Single-family residential zone. Section 3-103 of the Zoning Ordinance allows a private school in the R-20 zone only with a special use permit.

The proposed use is consistent with the Seminary Hill/Strawberry Hill Small Area Plan chapter of the Master Plan which designates the property for Institutional use.

## **II. STAFF ANALYSIS**

Staff supports the addition of two faculty homes at Episcopal High School in order to address the growth experienced by the school.

#### MASTER PLAN

Although supportive, staff is mindful of the need for an overall master plan for the campus. To address that concern, a condition has been included to commit the applicant and the City to establish a time schedule for preparation of a memorandum of understanding that will address future development on the school grounds.

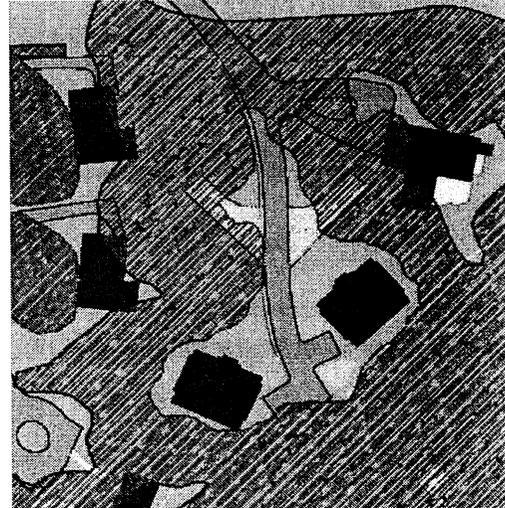
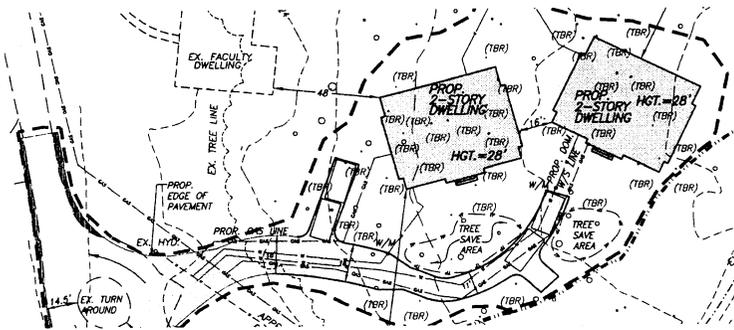
#### TREE PRESERVATION AND STREAM BUFFER

The two proposed faculty houses were originally sited from a driveway off the Goodwin Road cul-de-sac. This layout placed one of the houses within seven feet from the 50 foot intermittent stream buffer. At the request of staff, the applicant revised the layout to use part of an existing driveway to access the houses from the north and as a result, could site the houses further from the intermittent stream. Each home is now approximately 14 feet from the 50 foot intermittent stream buffer.

The new layout was also encouraged to take advantage of a natural clearing in the area and lessen the number of trees removed. Staff has recommended the applicant go further to preserve trees by evaluating alternative utility alignments and making minor adjustments to the orientation of the homes. Additionally, a condition has been added requiring trees be planted to replace those removed.

*Original Proposed Layout*

*Current Proposed Layout*



OPEN SPACE PLAN

As part of the Open Space Plan, the Open Space Steering Committee's 2005 Priority Site List includes the Episcopal High School as an important Preservation Opportunity in the City of Alexandria. These preservation opportunities within the Episcopal High School Campus, are critical open spaces for the City and were also highlighted specifically in the Open Space Plan as top priorities. Easements, conservation or scenic, along Braddock Road and Quaker Lane and preservation of the wooded area along N. Howard and Braddock Road were identified as possible preservation methods.

With the following conditions, staff recommends approval of the special use permit.

**III. RECOMMENDED CONDITIONS**

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

*The following are conditions from the previous SUP's approved for this property:*

1. The applicant shall maintain and preserve buffer and woodland areas along the frontage of Braddock Road and Quaker Lane as outlined in the "Memorandum of Understanding" dated October 3, 2003 (Attachment "A"). (P&Z) (DSUP#2003-0005)

2. The final design of the proposed Science Center building shall be consistent in architectural style, character and material quality as depicted on the preliminary architectural elevations dated August 15, 2003, and as depicted on the color renderings dated September 2003, to the satisfaction of the Director of Planning and Zoning. The materials of the building shall be limited to masonry (brick, precast or stone). (P&Z) (DSUP#2003-0005)
  
3. A final landscape plan shall be provided with the final site plan to the satisfaction of the Directors of P&Z and RP&CA. The plan shall include provisions for additional landscaping along the frontage of Braddock Road where existing trees were recently removed to accommodate construction of the "Loop Road". The landscape plan shall also provide for the following:
  - i. Tree protection shall be provided for the existing 27" American Elm tree.
  - ii. The limits of disturbance shall be restricted to the area depicted on the preliminary plan and shall not encroach within the drip line of the 27" American Elm tree.
  - iii. No storage of fill dirt or construction materials is permitted within the tree protection (drip line) of the 27" American Elm tree.
  - iv. Additional 3" caliper deciduous trees and 10-12 ft. tall evergreen trees shall be provided in open areas in the general vicinity of the Science Center building and the area along Braddock Road where trees were removed to accommodate the "Loop Road". At a minimum 20-30 additional trees shall be provided in these areas.
  - v. All landscaping shall be maintained in good condition and replaced as needed. All plant specifications shall be in accordance with the current and most up to date edition of the American Standard For Nursery Stock (ANSI Z60.1) as produced by the American Association for Nurserymen; Washington, D.C.
  - vi. All work shall be performed in accordance with Landscape Specifications Guidelines 4th Edition as produced by the Landscape Contractors Association (LCA) of Maryland, District of Columbia and Virginia; Gaithersburg, Maryland.
  - vii. Utility lines such as water, storm sewer and electric lines shall be located to minimize impacts on proposed street trees and open space.
  - viii. The location of all light poles shall be coordinated with the location of trees
  - ix. As trees mature they are to be limbed up to a minimum 6 feet. Trees are not to be planted under or near light poles. (P&Z) (RP&CA) (DSUP#2003-0005)
  
4. A temporary informational sign shall be installed on the site prior to the approval of the final site plan for the project and shall be displayed until construction is complete incorporating the required information; the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project. (P&Z) (DSUP#2003-0005)

5. The applicant shall be allowed to make minor adjustments to the building locations if the changes do not result in the loss of parking, open space, or an increase in the building height or building footprint. (P&Z) (DSUP#2003-0005)
6. Any inconsistencies between the various drawings submitted by the applicant shall be reconciled to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (P&Z) (DSUP#2003-0005)
7. Temporary construction trailer(s) shall be permitted and be subject to the approval of the Director of P&Z. (P&Z) (DSUP#2003-0005)
8. Developer to comply with the peak flow requirements of Article XIII of AZO. (T&ES) (DSUP#2003-0005)
9. Show existing site lights. Indicate the type of fixture, and show mounting height, and strength of fixture in Lumens or Watts. Provide manufacturer's specifications for the fixtures. Provide lighting calculations to verify that lighting meets City Standards. (T&ES) (DSUP#2003-0005)
10. The applicant is advised that all stormwater designs that require analysis of pressure hydraulic systems and/or inclusion and design of flow control structures must be sealed by a professional engineer, registered in the Commonwealth of Virginia. If applicable, the Director of T&ES may require resubmission of all plans that do not meet this standard. (T&ES) (DSUP#2003-0005)
11. Plan must demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES) (DSUP#2003-0005)
12. If combined uncontrolled and controlled stormwater outfall is proposed, the peak flow requirements of Article XIII of AZO shall be met. (T&ES) (DSUP#2003-0005)
13. Plan must demonstrate to the satisfaction of the Director of T&ES that adequate stormwater outfall is available to the site or else developer is to design and build any on or off site improvements to discharge to an adequate outfall. (T&ES)(DSUP#2003-0005)
14. Show all existing and proposed easements, both public and private. (T&ES) (DSUP#2003-0005)
15. Replace existing curb and gutter, sidewalks, and handicap ramps that are in disrepair or broken. (T&ES) (DSUP#2003-0005)
16. Provide City standard pavement for emergency vehicle easements. (T&ES) (DSUP#2003-0005)

17. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES) (DSUP#2003-0005)
18. Any inconsistencies in the drawings shall be reconciled to the satisfaction of the directors of P&Z and T&ES.(T&ES) (DSUP#2003-0005)
19. The applicant shall attach a copy of the final released site plan to each building permit document application and be responsible for insuring that the building permit drawings are consistent and in compliance with the final released site plan prior to review and approval of the building permit by the Departments of Planning and Zoning and Transportation and Environmental Services. (P&Z) (DSUP#2003-0005)
20. Indicate size of the sanitary lateral. (T&ES) (DSUP#2003-0005)
21. The existing conditions plan shall label all existing features. (T&ES) (DSUP#2003-0005)
22. The site area on the drainage map does not correspond to the site area in the 2 and 10 year runoff computations in the impervious area calculation. Please clarify. (T&ES) (DSUP#2003-0005)
23. Prior to the release of the final site plan, provide a Traffic Control Plan for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging. (T&ES) (DSUP#2003-0005)
24. All Traffic Control Device design plans, Work Zone Traffic Control plans, and Traffic Studies shall be sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES) (DSUP#2003-0005)
25. The stormwater collection system is part of the Taylor Run watershed. All stormwater curb inlets within the limits of disturbance shall be duly marked to the satisfaction of the Director of T&ES. (T&ES) (DSUP#2003-0005)
26. Provide a drainage map for the area flowing to the chosen BMP, including topographic information and storm drains. (T&ES) (DSUP#2003-0005)
27. 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. The design professional shall make a written certification to the City that the BMP(s) are constructed and installed as designed and in accordance with the approved Final Site Plan. (T&ES) (DSUP#2003-0005)

28. The surface appurtenances associated with the on-site structural BMPs shall be marked to the satisfaction of the Director of T&ES to identify them as part of the structural BMP system. (T&ES) (DSUP#2003-0005)
29. For any surface-installed Best Management Practices, i.e. Bio-Retention Filters, Vegetated Swales, etc. that are employed for this site, descriptive signage for the BMPs is required to be installed to the satisfaction of the Director of Transportation and Environmental Services. (T&ES) (DSUP#2003-0005)
30. The applicant shall furnish the owners with an Operation and Maintenance Manual for all Best Management Practices (BMPs) on the project. The manual shall include an explanation of the functions and operations of each BMP and any supporting utilities, catalog cuts on any mechanical or electrical equipment, a schedule of routine maintenance for the BMP(s) and supporting equipment, and a copy of the maintenance agreement with the City. (T&ES)(DSUP#2003-0005)
31. During the construction phase of this development, the site developer, its contractor, certified land disturber, or owner's other agents shall implement a waste and refuse control program. 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 sanitary waste at the construction site and prevent its off site migration that may cause adverse impacts to the neighboring properties or the environment to the satisfaction of Directors of Transportation and Environmental Services and Code Enforcement. All wastes shall be disposed off site properly in accordance with all applicable federal, state and local laws. (T&ES) (DSUP#2003-0005)
32. Revise the Environmental Site Assessment. Based on the current resource protection areas map, there are no RPAs on this site. (T&ES) (DSUP#2003-0005)
33. At the completion of construction, the applicant is required to submit certification to the satisfaction of the Director of T&ES that the existing stormwater management facilities adjacent to the project were not adversely affected by the construction and that they are functioning as designed. (T&ES) (DSUP#2003-0005)
34. Proposed drainage design must not adversely affect the performance of any existing drainage structure or best management practice. (T&ES) (DSUP#2003-0005)
35. Include the City standard water quality BMP data blocks. (T&ES) (DSUP#2003-0005)
36. That the permit be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (SUP #2408 and #2278) (P&Z) (DSUP 99-0048) (DSUP#99-0064) (DSUP#00-0050) (DSUP#01-0012)

37. This special use permit shall supercede all previous special use permits and development special use permits for the subject property. (P&Z) (DSUP#00-0050)
38. The total number of students shall not exceed 450. (P&Z) (DSUP#00-0050)
39. Any inconsistencies between the various drawings shall be reconciled to the satisfaction of the Directors of P&Z and T&ES. (P&Z) (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)
40. On the final site plan provide a detailed and complete zoning tabulation for the entire Episcopal site including previous special use permits with a brief description and the approval date. Tabulations shall also reflect the current number of students and employees at the site. (P&Z) (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)
41. The applicant shall be permitted to make minor adjustments to the building foot print to accommodate the final design of buildings so long as it does not result in the building being located closer to the drip line of the existing 27" American Elm tree, to the satisfaction of the Directors of P&Z and T&ES. (P&Z) (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)
42. Condition deleted. (P&Z)
43. **CONDITION AMENDED BY STAFF:** ~~Consult with the Crime Prevention Unit of Alexandria Police Department regarding security measures for the construction trailers. This is to be done prior to the commencement of construction. A security survey for the construction trailers is to be completed as soon as they are placed on the site. Call the Community Relations Unit of the Alexandria Police Department at 703-838-4520 (Police)~~ (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)
44. Consult with the Crime Prevention Unit of the Alexandria Police Department regarding security and locking hardware of the proposed building. This is to be completed prior to the beginning of construction. (Police) (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)
45. **CONDITION AMENDED BY STAFF:** ~~Low growing plants and shrubs shall not exceed 3 feet in height when they have reached maturity. The proposed shrubbery is to have a maximum height of 36 inches when it matures. (Police)~~ (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)
46. The applicant shall not allow metal detection to be conducted on the property, unless authorized by Alexandria Archaeology. The previous statement shall appear in the General Notes of the site plan so that on-site contractors are aware of the requirement.(Archaeology) (DSUP#99-0048) (DSUP#99-0064) (DSUP#00-0050)

***The following are conditions applicable specifically to this request:***

47. 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)
48. The applicant shall work with the City to establish a time schedule for preparation of a Memorandum of Understanding that will address future development on the school grounds. (P&Z)
49. The applicant shall contract with a professional tree save/preservation company and/or contractor for the purpose of establishing a tree protection plan. A tree protection plan shall be provided for the existing trees shown in areas as outside the "limits of disturbance" (conservation area) to the satisfaction of the Director of P&Z and the City Arborist. A plan for tree protection shall be approved by the City Arborist and included in the final approved plot plan and at a minimum shall include the following:
  - a. The applicant shall follow recommended Horticultural practices to insure the health and vitality of the trees designated for protection prior to, during and after construction of the proposed houses. In the event trees which are to be protected, are damaged or die, other than as the result of disease or acts of God, replacement trees measuring a minimum of 2½" in caliper shall be planted for each inch of caliper that is lost.
  - b. No construction materials or equipment shall be stored or staged within the drip lines of trees designated for protection. Any required construction activity occurring within the drip line of trees designated for saving shall follow recommended guidelines as established by the "Care of Trees".
  - c. A note identifying these restrictions shall be provided on the plot plan cover sheet, Erosion Sediment Control and Landscape Plan sheets. (P&Z) (RP&CA)
50. Adjust utility alignments and building locations to minimize impact on existing trees to the satisfaction of the Directors of Planning and Zoning and Recreation, Parks, and Cultural Affairs. Utilities should be placed under the driveways to the fullest extent possible. Where utilities are installed within the dripline of trees designated to be preserved, they shall be installed by boring beneath the tree protection area. (P&Z) (RP&CA)
51. Trees to be removed shall be replaced with new trees of a minimum 2" caliper with species and locations shown on a landscape plan to the satisfaction of the Directors of Planning and Zoning and Recreation, Parks and Cultural Affairs. (P&Z) (RP&CA)
52. Show tree canopies for all trees within the limits of disturbance and those trees outside of the limits of disturbance that have canopies that encroach into the disturbed area. (P&Z)

53. The area of limits of disturbance and clearing for the site shall be limited to the areas of disturbance and clearing as generally depicted on the preliminary plot plan dated June 29, 2005. (P&Z)
54. Decorative porous pavers shall be installed for the length of the two proposed parking pads to the satisfaction of the Director of Planning & Zoning. (P&Z)
55. The building shall reflect the use of sustainable techniques for building systems design and efficiency through the use of sustainable materials such as Hardi plank, lower emission paint, and energy efficient appliances, windows, and mechanical systems. (P&Z)
56. Revise stormwater management system to be more compatible with residential setting to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (P&Z)
57. A PLOT PLAN showing all improvements and alterations to the site must be approved by T&ES prior to issuance of a building permit. (T&ES)
58. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
59. An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2500 square feet. (T&ES)
60. No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
61. City Code Section 8-1-22 requires that roof, surface and sub-surface drains be connected to the public storm sewer system. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (T&ES)
62. In accordance with the Landscape Guidelines, provide the following:
  - Location, species and size of trees on site including: existing trees to remain, trees to be removed and trees to be retained.
  - Location and method for protection and preservation of existing trees on all plan sheets including demolition, sediment and erosion control, site plan and landscape plan.
  - Limits of disturbance as related to staging of construction.
    - A. Limits of grass, plantings and mulch areas.
    - B. Site lighting including site lighting plan that is coordinated with the planting plan.
    - C. Site furnishings. (RP&CA)

63. Provide a landscape plan in accordance with the Landscape Guidelines to the satisfaction of the directors of Recreation, Parks & Cultural Activities and Planning & Zoning. Provide notes on drawings that indicate:
- a. All plants shall be graded in accordance with the American Standard for Nursery Stock (ANSI Z60.1)-latest and most current edition. As published by the American Association of Nurserymen; Washington, DC.
  - b. Unless noted otherwise, all plantings shall be installed and maintained in accordance with Landscape Specification Guidelines-latest and most current edition. As published by the Landscape Contractors Association (LCA) of Maryland, DC and Virginia; Gaithersburg, Maryland. (RP&CA)
64. Trees are not to be planted under or near light poles. (Police)
65. All trees are to be limbed up a minimum of 6 feet as they mature to allow for natural surveillance. (Police)
66. No shrubs higher than 3 feet to be planted within 6 feet of walkways. (Police)
67. All archaeological work will be carried out in accordance with the *City of Alexandria Archaeological Standards and is subject to the approval of the City Archaeologist.* (Archeology)
68. The applicant should not allow any other metal detection to be conducted on the property, unless authorized by Alexandria Archaeology. (Archeology)
69. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;  
Richard Josephson, Deputy Director;  
Lorrie Pearson, 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

##### Planning & Zoning

F-1 A plot plan is required.

##### Transportation & Environmental Services:

- R-1 A PLOT PLAN showing all improvements and alterations to the site must be approved by T&ES prior to issuance of a building permit. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2500 square feet. (T&ES)
- R-4 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
- R-5 City Code Section 8-1-22 requires that roof, surface and sub-surface drains be connected to the public storm sewer system. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (T&ES)
- C-1 All utilities serving this site shall be placed underground. (Sec. 5-3-3)
- C-2 Pay sanitary sewer tap fee prior to issuance of a building permit. (Sec. 5-6-25.1)
- C-3 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-3-61)
- C-4 Roof drains and sub-surface drains shall be connected to the city storm sewer system, if available, by continuous underground pipe. (Sec. 8-1-22)

Code Enforcement:

- F-1 The proposed grass crete turn around shall conform to AASTHO H-20 loading standards for fire apparatus turnaround. The turn around area shall be clearly identified visually as to the limits of the rated surface area to the satisfaction of the Director of Code Enforcement. The turnaround area shall be property signed for an Emergency Vehicle Easement.
- F-2 Parking shall be prohibited in the existing turn around.
- C-1 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Enforcement that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers.
- C-2 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property.
- C-3 A soils report must be submitted with the building permit application.
- C-4 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-5 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-6 Construction permits are required for this project. Plans shall accompany the permit application that fully detail the construction as well as layouts and schematics of the mechanical, electrical, and plumbing systems.
- C-7 A wall location plat prepared by a land surveyor is required to be submitted to this office prior to requesting any framing inspection.

Recreation, Parks & Cultural Activities:

- R-1 In accordance with the Landscape Guidelines, provide the following:  
Location, species and size of trees on site including: existing trees to remain, trees to be removed and trees to be retained.

Location and method for protection and preservation of existing trees on all plan sheets including demolition, sediment and erosion control, site plan and landscape plan.  
Limits of disturbance as related to staging of construction.

- A. Limits of grass, plantings and mulch areas.

- B. Site lighting including site lighting plan that is coordinated with the planting plan.
  - C. Site furnishings.
- R-2 Provide a landscape plan in accordance with the Landscape Guidelines to the satisfaction of the directors of Recreation, Parks & Cultural Activities and Planning & Zoning. Provide notes on drawings that indicate:
- a. All plants shall be graded in accordance with the American Standard for Nursery Stock (ANSI Z60.1)-latest and most current edition. As published by the American Association of Nurserymen; Washington, DC.
  - b. Unless noted otherwise, all plantings shall be installed and maintained in accordance with Landscape Specification Guidelines-latest and most current edition. As published by the Landscape Contractors Association (LCA) of Maryland, DC and Virginia; Gaithersburg, Maryland.
- F-1 It appears that site disturbance and loss of existing vegetation could be reduced by Relocation of proposed site utilities. Recommend consolidating alignment of proposed sanitary sewer, and gas lines so that they are located beneath the proposed driveway.
- F-2 As part of the Open Space Plan, the Open Space Steering Committee's 2005 Priority Site List includes the Episcopal High School as an important Preservation Opportunity in the City of Alexandria. These preservation opportunities within the Episcopal High School Campus, are critical open spaces for the City and were also highlighted specifically in the Open Space Plan as top priorities. Easements, conservation or scenic, along Braddock Road and Quaker Lane and preservation of the wooded area along N. Howard and Braddock Road were identified as possible preservation methods. The Applicant shall begin discussions to secure preservation of these areas, and create for approval an MOU, to the satisfaction of the Director of P&Z, and the Director of RP&CA.

Health Department:

- F-1 No comments

Police Department:

- R-1 A security survey for the construction trailers is to be completed as soon as they are placed on the site. Call the Community Relations Unit of the Alexandria Police Department at 703-838-4520
- R-2 Trees are not to be planted under or near light poles.

- R-3 All trees are to be limbed up a minimum of 6 feet as they mature to allow for natural surveillance.
- R-4 No shrubs higher than 3 feet to be planted within 6 feet of walkways.
- R-5 The proposed shrubbery is to have a maximum height of 36 inches when it matures.

Virginia American Water Company

1. Hydraulic calculations (computer modeling) will be completed to verify main sizes upon final submittal of the site plan. Profiles will be required for hydraulic calculations.
2. Please show domestic service sizes on plan.
3. The proposed eight-inch water main is close to the southeast corner of the one home. May want to consider providing more clearance between the home and the proposed water main.

Archaeology

- F-1 This property is adjacent to a small stream and may have potential to yield prehistoric archaeological resources relating to Native American occupation. In addition, numerous Union army camps were located in the vicinity, and there is potential for the recovery of resources that could provide insight into Civil War activities.
- C-1 To insure that significant information is not lost as a result of the current development project, the applicant must either provide evidence that there has been significant previous disturbance of the development property or hire an archaeological consultant to conduct an Archaeological Evaluation. Contact Alexandria Archaeology to show evidence of disturbance or obtain a scope of work for the investigation. If significant resources are discovered, the consultant must 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.
- C-2 All archaeological preservation measures must be completed prior to 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). To confirm, call Alexandria Archaeology at (703) 838-4399.

- C-3 Call Alexandria Archaeology immediately (703-838-4399) 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.
- C-4 The General Notes of the Preliminary and Final Site Plans must include the statements in C-2 and C-3 above so that on-site contractors are aware of the requirements. Additional statements to be included on the Final Site Plan will be determined in consultation with Alexandria Archaeology.
- C-5 Certificates of Occupancy will not be issued for this property until the final archaeological report has been received and approved by the City Archaeologist.
- C-6 If warranted by the City Archaeologist, the developer will erect a historic marker on the property according to specifications provided by Alexandria Archaeology. The marker will highlight the historical and archaeological significance of the property.
- C-7 If warranted by the City Archaeologist, the developer will produce a booklet for the public on the history and archaeology of the property, according to specifications provided by Alexandria Archaeology.
- R-1 All archaeological work will be carried out in accordance with the *City of Alexandria Archaeological Standards and is subject to the approval of the City Archaeologist.*
- R-2 The applicant should not allow any other metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.



*Attachment A*

# EPISCOPAL HIGH SCHOOL

12 13 14 15 16 17 18 19  
OCT - 6 2003

October 3, 2003

Ms. Eileen Fogarty  
Director, Planning and Zoning  
City of Alexandria  
301 King Street, Room 2100  
P.O. Box 178  
Alexandria, VA 22313

Dear Eileen,

I offer this letter on behalf of Episcopal High School ("EHS") as a statement of our intent in which I also commit to working with you to develop a more formal Memorandum of Understanding regarding the establishment of an appropriate green buffer. I appreciate the spirit which characterized the meeting between members of the Alexandria Department of Planning and Zoning and EHS on Thursday, September 25, 2003. The most important discovery for me was that we share mutual objectives for the specific area of the EHS property discussed; the perimeter buffer on Quaker Lane and Braddock Road.

My commitment to develop this Memorandum of Understanding is based on your representation that the City is willing to act on a conceptual master development plan or determine that the identified projects do not constitute an enlargement, expansion, or intensification of EHS's property as a private school under the zoning ordinance. The projects which we have identified specifically include, but are not limited to, the following: the Science Center, the addition of up to four new faculty homes, the renovation of Stewart Gymnasium and Blackford Hall for other student and faculty purposes, the renovation of Hoxton House for improved administrative space, the renovation of academic space in the Learning Center and the Williams West Wing, and the renovation and expansion of the athletic facilities, which include Centennial Gymnasium and Flippin Field House, with the likely inclusion of an indoor swimming/diving pool. My understanding is that in exchange for our Memorandum of Understanding pertaining to the Quaker Lane and Braddock Road perimeters, the City will allow EHS to gain approval to develop its property through an Administrative Review Process rather than the formal Development Special Use Process. I understand that this process would not require public hearings before the Planning Commission and City Council, and/or revisiting the approved SWMMP.

This letter represents my intent as Headmaster of Episcopal High School, although the

F. Robertson Hershey  
Headmaster

1200 North Quaker Lane  
Alexandria, VA 22302  
frh@episcopalhighschool.org

School 703.933.3000  
Fax 703.933.3017  
www.episcopalhighschool.org

Ms. Eileen Fogarty  
September 29, 2003  
Page 2

execution of a formal Memorandum of Understanding is subject to the approval of our Board of Trustees. The Board is slated to meet in November and could consider this matter at that time.

I understand that based on your receipt of this letter, EHS's proposed Science Center will receive a favorable recommendation from the Department of Planning and Zoning staff and will be on the consent calendar for the November Planning Commission and City Council hearings. Additionally, the City will agree to streamline the review and approval process of the final site plan and will coordinate with other City agencies (T&ES and CE) to meet an early Spring '04 construction start date.

Thank you for your time and attention. I hope that the outcome will be mutually beneficial to the City and to Episcopal High School.

Sincerely,



F. Robertson Hershey  
Headmaster

FRH/www

Special Use Permit # \_\_\_\_\_

APPLICATION for SPECIAL USE PERMIT # 2005-0079  
(must use black ink or type)

PROPERTY LOCATION: **Episcopal High School, 1200 North Quaker Lane, Alexandria, Virginia**

TAX MAP REFERENCE: **31.00 02 06** ZONE: **R-20**

APPLICANT Name: **The Protestant Episcopal High School in Virginia**  
Address: **1200 North Quaker Lane, Alexandria, Virginia 22302**

PROPERTY OWNER Name: **The Protestant Episcopal High School in Virginia**  
Address: **1200 North Quaker Lane, Alexandria, Virginia 22302**

PROPOSED USE: **Special Use Permit to expand the existing private school governed by DSUP 2003-0005 by constructing two new faculty houses with plot plan.**

**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.

Patrick B. Andriuk  
Print Name of Applicant or Agent

  
Signature

1200 N. Quaker Lane  
Mailing/Street Address

(703) 933-4047 (703) 933-4044  
Telephone # Fax #

Alexandria, Virginia 22302  
City and State Zip Code

pba@episcopalhighschool.org  
June 29, 2005  
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 Protestant Episcopal High School in Virginia is a Virginia nonstock corporation.**

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 82" 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: Preliminary Plot Plan – Southeasterly Campus Faculty Homes Area, Episcopal High School.**

#### 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 Protestant Episcopal High School in Virginia, a Virginia nonstock corporation ("EHS"), is requesting approval to expand its existing campus by constructing two (2) single family**

faculty homes on the southeast quadrant of the school's campus and as shown on the preliminary plot plan submitted with this application.

**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).

**No change from DSUP 2003-0005.**

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

**No change from DSUP 2003-0005.**

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

Day:

Hours:

**No change from DSUP 2003-0005.**

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

**No change from DSUP 2003-0005.**

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

**No change from DSUP 2003-0005.**

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 from DSUP 2003-0005.**

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

**No change from DSUP 2003-0005.**

- C. How often will trash be collected?

**No change from DSUP 2003-0005.**

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

**No change from DSUP 2003-0005.**

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?

**No change from DSUP 2003-0005.**

**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?

**The required parking for the school is based on the number of classroom seats and is satisfied on the school's surface parking facilities. A parking area is provided adjacent to each proposed faculty home.**

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

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

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

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

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:

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? **No change from DSUP 2003-0005.**
- B. How many loading spaces are available for the use? **No change from DSUP 2003-0005.**
- C. Where are off-street loading facilities located? **No change from DSUP 2003-0005.**
- D. During what hours of the day do you expect loading/unloading operations to occur?  
**No change from DSUP 2003-0005.**
- E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?  
**No change from DSUP 2003-0005.**

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?

**No change from DSUP 2003-0005.**

#### 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?

\_\_\_\_\_ sq. ft. (existing) + 5,600 sq. ft. = 5,600 sq. ft. (total)

**Each house will have approximately 2,800 square feet of living space.**

27

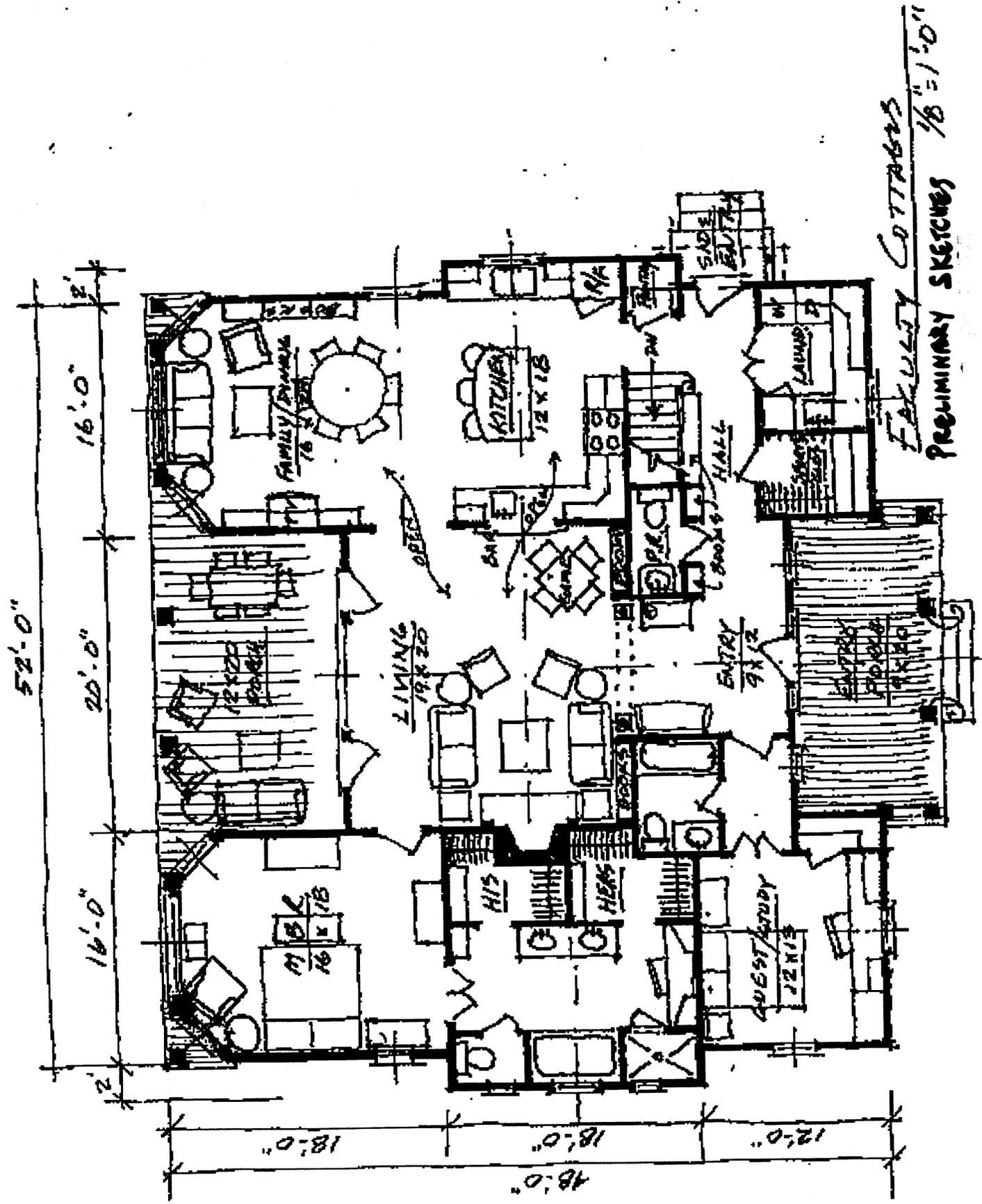
19. The proposed use is located in: (*check one*)

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

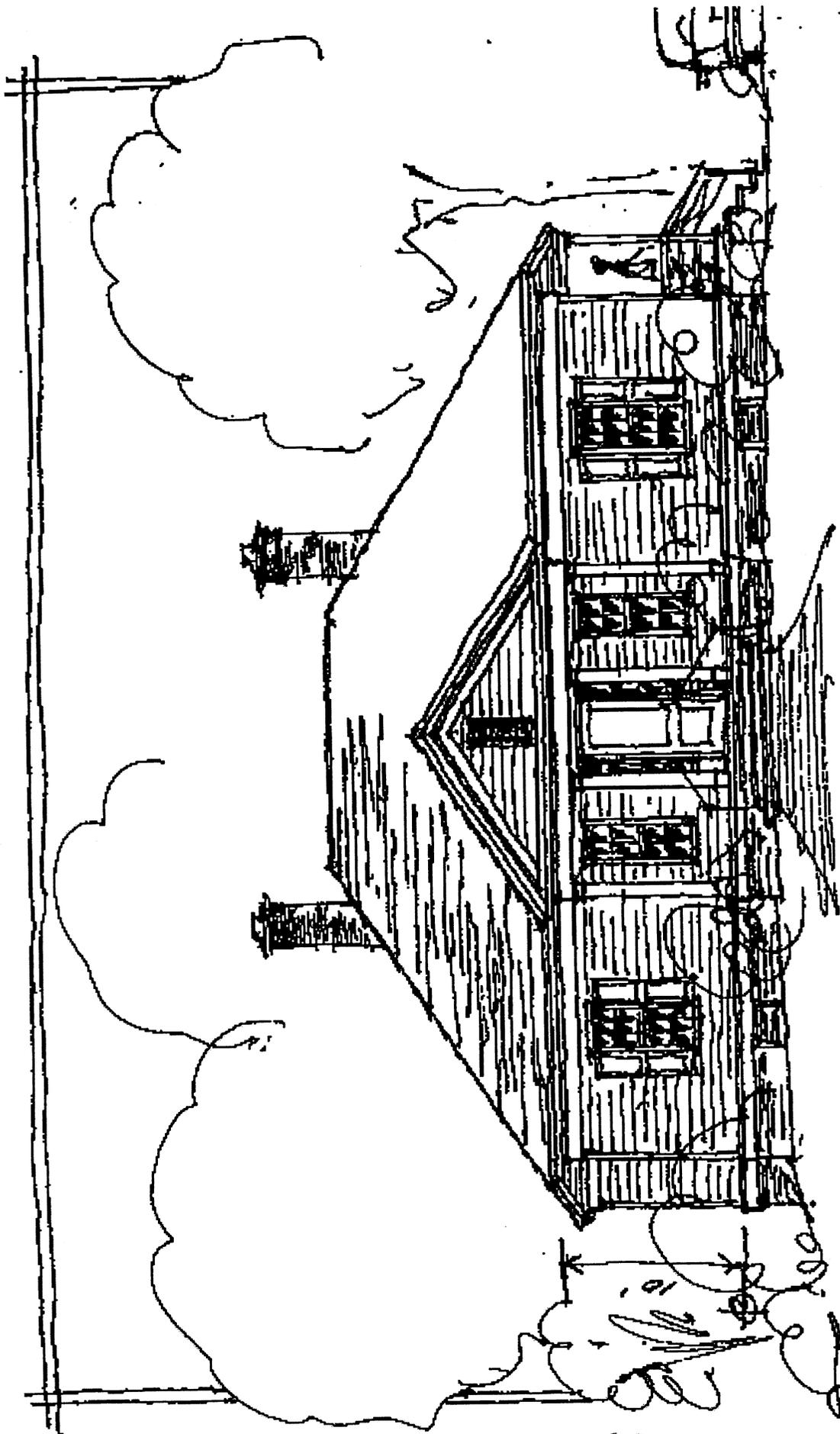
a shopping center. Please provide name of the center: \_\_\_\_\_

an office building. Please provide name of the building: \_\_\_\_\_

other, please describe:    **A 130 acre high school campus.**



FAMILY COTTAGES  
PRELIMINARY SKETCHES 1/8" = 1'-0"



FRONT ELEVATION

FACULTY COTTAGES FOR EPISCOPAL U.S.

1/8" = 1'-0"

PRELIMINARY SKETCHES

Special Use Permit # \_\_\_\_\_

APPLICATION for SPECIAL USE PERMIT # 2005-0079  
(must use black ink or type)

PROPERTY LOCATION: **Episcopal High School, 1200 North Quaker Lane, Alexandria, Virginia**

TAX MAP REFERENCE: **31.00 02 06** ZONE: **R-20**

APPLICANT Name: **The Protestant Episcopal High School in Virginia**  
Address: **1200 North Quaker Lane, Alexandria, Virginia 22302**

PROPERTY OWNER Name: **The Protestant Episcopal High School in Virginia**  
Address: **1200 North Quaker Lane, Alexandria, Virginia 22302**

PROPOSED USE: **Special Use Permit to expand the existing private school governed by DSUP 2003-0005 by constructing two new faculty houses with plot plan.**

**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.

Patrick B. Andriuk  
Print Name of Applicant or Agent

  
Signature

1200 N. Quaker Lane  
Mailing/Street Address

(703) 933-4047 (703) 933-4044  
Telephone # Fax #

Alexandria, Virginia 22302  
City and State Zip Code

pba@episcopalhighschool.org  
June 29, 2005  
Date

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

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

ACTION - PLANNING COMMISSION: Recommended approval 7-0 9/8/05

ACTION - CITY COUNCIL: 9/20/05 -CC approved PC recommendation 7-0

*22*

# SPEAKER'S FORM

DOCKET ITEM NO. 19

**PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK  
BEFORE YOU SPEAK ON A DOCKET ITEM.**

**PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.**

1. **NAME:** Duncan W. Blair, Esquire
2. **ADDRESS:** 524 King Street, Alexandria, Virginia 22314  
**TELEPHONE NO.** 703 836-1000 **E-MAIL:** dblair@landclark.com
3. **WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF?**  
The Protestant Episcopal High School in Virginia
4. **WHAT IS YOUR POSITION ON THE ITEM?**  
For
5. **NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY,  
LOBBYIST, CIVIC INTEREST, ETC.):**  
Attorney
6. **ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE  
COUNCIL?**  
Yes

This form shall be kept as a part of the permanent record in those instances where financial interest or compensation is indicated by the speaker.

A maximum of three minutes will be allowed for your presentation, except that one officer or other designated member speaking on behalf of each *bona fide* neighborhood civic association or unit owners' association desiring to be heard on a docket item shall be allowed five minutes. In order to obtain five minutes, you must identify yourself as a designated speaker, and identify the neighborhood civic association or unit owners' association you represent, at the start of your presentation. If you have a prepared statement, please leave a copy with the Clerk.

Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the City Clerk in writing before 5:00 p.m. of the day preceding the meeting.

The public normally may speak on docket items only at public hearing meetings, and not at regular legislative meetings. Public hearing meetings are usually held on the Saturday following the second Tuesday in each month; regular legislative meetings on the second and fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. If an item is docketed *for public hearing* at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.

In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at public hearing meetings. The mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.

## Guidelines for the Public Discussion Period

- (a) All speaker request forms for the public discussion period must be submitted by the time the item is called by the city clerk.
- (b) No speaker will be allowed more than three minutes; except that one officer or other designated member speaking on behalf of each *bona fide* neighborhood civic association or unit owners' association desiring to be heard during the public discussion period shall be allowed five minutes. In order to obtain five minutes, you must identify yourself as a designated speaker, and identify the neighborhood civic association or unit owners' association you represent, at the start of your presentation.
- (c) If more speakers are signed up than would be allotted for in 30 minutes, the mayor will organize speaker