

EXHIBIT NO. 1

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19  
6-16-01

Docket Item #25  
SPECIAL USE PERMIT #2001-0044

Planning Commission Meeting  
June 5, 2001

**ISSUE:** Consideration of a request for a special use permit for a reduction of off-street parking.

**APPLICANT:** On-Site Sourcing  
by Harry P. Hart, attorney

**LOCATION:** 800 – 840 North Henry Street  
North Point Center

**ZONE:** CRMU-H/Commercial Residential Mixed Use, High

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**PLANNING COMMISSION ACTION, JUNE 5, 2001:** On a motion by Mr. Komoroske, seconded by Mr. Leibach, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations and to amend Conditions #2,5, 9, 15, 17. The motion carried on a vote of 7 to 0.

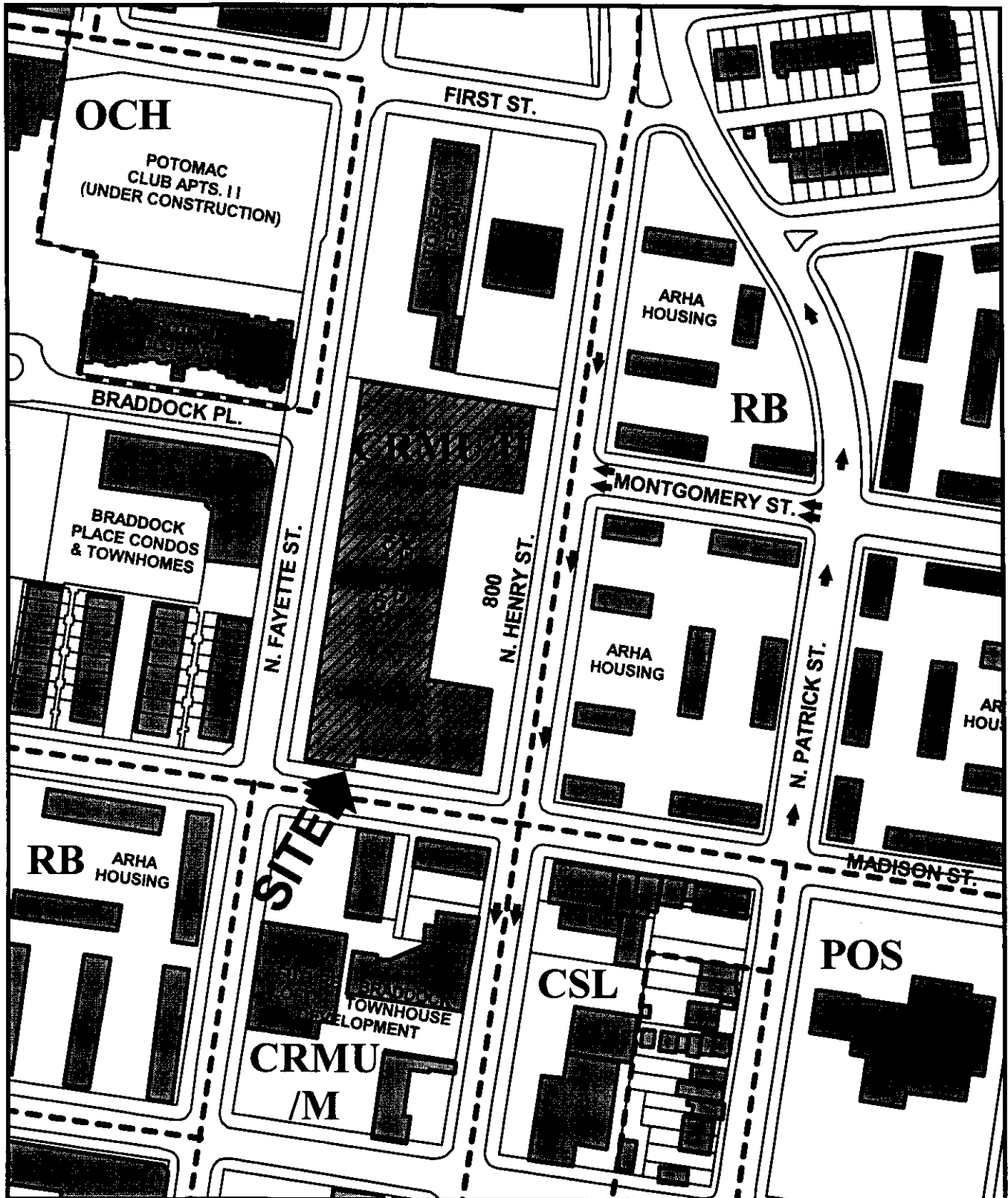
Reason: The Planning Commission agreed with the staff analysis and the condition changes agreed to and explained by staff.

Speakers:

Mariella Posey, 915 Second Street, stated that she believes the project will greatly enhance the area and was pleased to read that the applicant will offer Metrochecks and participate in the JobLink program.

Poul Hertel, 1217 Michigan Court, stated that he supports the application and believes that the proposed improvements will make the area more pedestrian friendly, a goal identified by the Braddock Area Team. He requested that the applicant represent that it will identify someone within the company who will coordinate mass transit and that it will offer a minimum Metro transit subsidy of \$50 per employee.

Harry Hart, attorney representing the applicant, requested changes to the language of several conditions as outlined in his letter dated June 1, 2001. He represented that the company will identify someone as a transit coordinator and will offer a minimum transit subsidy of \$50 to its employees who use Metro.



**SUP #2001-0044**

**06/05/01**



STAFF RECOMMENDATION:

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. **CONDITION AMENDED BY PLANNING COMMISSION:** A parking reduction is permitted for this particular applicant **for the number of spaces shown on the parking plan as prepared by Artemel and Associates**, provided that the use of the site may not change in a way that increases the parking demand, and provided that the applicant successfully completes all of the improvements to which it has committed including the creation of legal parking spaces on the site and on the public street. **Minor adjustments due to final engineering of the plan may be made to staff's satisfaction.** (P&Z) (PC)
3. The applicant shall provide a parking demand analysis five years from this approval and in five year increments thereafter which include an employee count, employee parking demand and transit use, and any other factors of the use of the site which add to or reduce parking demands. (P&Z)
4. The applicant shall implement the parking management plan represented in its parking analysis report, which includes, at a minimum, charging for parking, offering transit subsidies and participating in the MetroCheck and JobLink programs. (P&Z)
5. **CONDITION AMENDED BY THE PLANNING COMMISSION:** The applicant shall work with staff, provide detailed, dimensioned plans for approval by Planning and Zoning, Transportation and Environmental Services, Code Enforcement and the Police, and shall implement the following site and building improvements:
  - a) a facade improvement program, to include painting the building, signage, awnings, windows, the conversion of loading doors **to the extent practicable**, and **studying the feasibility of** inserting the loading doors further into the building to accommodate trucks **, if necessary based upon the size of the trucks delivering to the site. If it becomes apparent that the loading doors should be inserted into the building, the applicant shall have until December 2004 to do so.**

b) a landscaping plan generally consistent with the applicant's proposed plan, to include street trees along North Fayette Street and Madison Street, an improved North Henry Street frontage, and significant additional landscaping at the southeast and southwest corners of the site.

c) a North Fayette Street frontage redesign program generally consistent with the applicant's proposed plan, to include the elimination of existing head in parking, ~~railroad tracks~~ and curb cut, repaving of the asphalt on site, the creation of parallel on site parking spaces, public on street parking spaces, curbing, sidewalk and street trees.

d) an overall site improvement plan, including striping for parking spaces, lighting, dumpster location, with screening, and paving improvements. ~~(P&Z)~~ **(PC)**

The timing of the above improvements shall be as follows: all work on the North Henry Street and Madison Street sides of the building shall be completed by one year of this approval; improvements to the North Fayette Street frontage shall be completed by December 31, 2003. (P&Z)

6. Loading at the site shall be limited to between 7:00 a.m. and 11:00 p.m Monday through Saturday. (P&Z)
7. No vehicles, including trucks for loading/unloading are permitted to extend into the North Fayette Street frontage beyond the width of a parked vehicle at the public curb. (P&Z)
8. All lighting shall be directed downward and shall be screened at the sides to avoid glare on the street and on adjacent properties to the satisfaction of the Director of Planning and Zoning. (P&Z)
9. **CONDITION AMENDED BY PLANNING COMMISSION**: All On Site delivery vehicles shall park ~~on~~ off the street when not in use. ~~(P&Z)~~ **(PC)**
10. Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in a closed container which does not allow invasion by animals. No trash and debris shall be allowed to accumulate on site outside of those containers. (P&Z)
11. No materials or supplies shall be stored outside the building. (P&Z)

12. The pole mounted Duron paint sign shall be removed at the termination of the Duron tenant lease; no pole mounted signs may thereafter be installed. (P&Z)
13. The applicant shall apply for an encroachment approval for any use of the public right of way. (P&Z)
14. A plot plan showing all improvements or alterations to the site shall be approved by the Department of Transportation & Environmental Services before a building permit may be issued. (T&ES)
15. **CONDITION AMENDED BY PLANNING COMMISSION:** Replace existing asphalt sidewalk on North Henry Street frontage with city standard concrete sidewalk, full width, from curb to property line **within three years of approval.** (T&ES) (PC)
16. Repair asphalt paving behind the sidewalk on Madison Street side of property. (T&ES)
17. **CONDITION AMENDED BY PLANNING COMMISSION:** ~~Remove rails and~~ Repave parking area on North Fayette Street frontage **to the satisfaction of the Director of Transportation and Environmental Services.** (T&ES) (PC)
18. Provide a parking and striping plan satisfactory to the director of T&ES. Improvements to the right-of-way shall meet city design standards. (T&ES)
19. Provide lighting within the parking lot and perimeter parking areas to meet minimum city standards. (T&ES)
20. The Director of Planning and Zoning shall review the special use permit at two points in the future: one year after On Site occupies the site and five years after approval. At either point, the Director shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions, (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)

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**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.

DISCUSSION:

1. The applicant, On-Site Sourcing, by Harry P. Hart, attorney, requests special use permit approval for a parking reduction in conjunction with a new use of the building at 800 North Henry Street.
2. The subject property is one tax parcel of record, originally platted as 11 narrow lots, with 458 feet of frontage on North Henry Street, 247 feet of frontage on Madison Street and 437 feet of frontage on North Fayette Street. The parcel contains a total lot area of 113,100 square feet or 2.6 acres.

The site is developed with a one story industrial building that was built in 1955 and contains 69,859 square feet of floor area. The entire remainder of the site is paved for parking areas. Access to the parking is from North Henry Street, North Fayette Street and Madison Street.

Directly north of the site is the Carpenters Shelter building and Tony's Auto Service garage. To the east across Henry Street is the Samuel Madden Homes – Uptown public housing. South of the property across Madison Street is the block that is being redeveloped by Aiken/Youngentaub for the Lofts, a residential project. To the west across North Fayette Street are three residential projects: the Braddock Place condominiums, Potomac Club I apartments and Potomac Club II apartments (under construction).

3. This site has contained many uses over the last 50 years, including the Carpenters Shelter (homeless shelter), Commonwealth Scientific (research and development), Duron Paints (retail) and a number of small manufacturing operations, wholesale businesses, and other light industrial uses. The site is currently divided into tenant spaces but is vacant except for a Duron Paint store, which occupies the space at 810 North Henry Street, and Associated Design and Manufacturing, a specialized machine shop making precision parts, which occupies 814-822 North Henry Street.
4. The applicant, On-Site Sourcing, has purchased the site and intends to move its company's operations there from its current location in Rosslyn. The proposed use has been classified as a business office use, which is permitted in the CRMU zone. However, because this use represents a change from the mainly noncomplying uses that have occupied the site in the past, parking is now required to meet current requirements and it does not. Section 8-200 (F)(b). Therefore, the applicant is seeking special use permit approval for a parking reduction.

5. On-Site Sourcing is a publically traded company that provides outsourcing services related to documents, data and office management. Its target clients generate large volumes of documents and information that require specialized processing, distribution, storage and retrieval. Typical clients include law firms, corporations, non-profit organizations and financial institutions. On-Site will offer the following services at the subject property:
  - Reprographics, which involves the copying and management of large amounts of documents, including copying, binding, drilling, Bates stamping, labeling, assembly, etc. Jobs range in size from single documents to multiple sets of documents, which can exceed a million pages. A job is typically picked up by an in-house dispatch service, brought to On-Site's production center, processed and reviewed for quality control, and then returned to the client.
  - Imaging services, which involve the conversion of traditional paper based and electronic based documents into electronic media or vice versa. These services cater primarily to law firms and their clients, and typically involve searching and retrieving specific documents within a larger group of documents.
  - Printing Services includes both black and white and color digital production of catalogs, brochures, postcards, stationery, direct mail, newsletters and exhibit materials.
6. The site will be occupied with On-Site's corporate and sales offices, a customer service area, equipment for high volume legal copying, digital imaging and electronic imaging, storage and space for its workers to operate computer and other equipment. On an interim basis, On-Site will share the building with the two existing tenants, Duron Paints and Associated Design and Manufacturing. After those leases expire, in 2003, On-Site plans to occupy the entire site.
7. On-Site Sourcing operates 24 hours daily. It employs 283 people in three daily shifts and on the weekend. The largest shift, from 7:00 a.m. to 3:00 p.m., employs 135 people, of which 106 are full time employees. The second shift, from 3:00 p.m. to 11:00 p.m., employs 112, of which 58 are full time employees. The third shift, from 11:00 p.m. to 7:00 a.m. includes 33 employees. On-Site does not typically have customers coming to the site.
8. On-Site anticipates using 6-8 vans for its pick up and delivery of documents. Deliveries to the site consist mainly of paper and arrive in medium sized panel trucks usually two to three times a week.
9. The building and site were developed prior to the City's adoption of site plan regulations, and the provision of parking has been a matter of custom and usage over time. The site now contains some 134 parking spaces, but only 68 of those meet current parking requirements; 65 of the striped spaces are substandard by today's requirements.

The main parking area in the front of the building contains the 68 legal spaces; however there are some 11 spaces along Henry Street at the north and south of the site that do not have a drive aisle of the required width for access. In addition, the spaces along Madison Street lack the required drive aisle and may only be accessed by crossing an existing sidewalk on Madison Street. Finally, the long row of spaces along North Fayette Street constitutes illegal perpendicular parking under City Code section 5-8-163. The design and use of those spaces is unsafe, requiring drivers to back out into North Fayette Street traffic.

10. Under today's parking requirements, the site requires the following number of parking spaces for the proposed use:

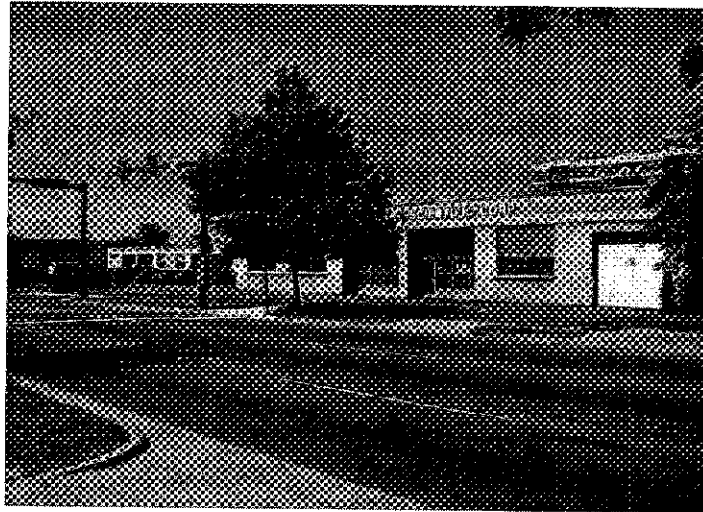
<u>Interim Use:</u>	<u>Use</u>	<u>Space</u>	<u>Number of spaces</u>
	Office	56,618	95
	Retail/ Duron Paints	4,270	21
	Industrial/Manuftrg	8,540	<u>19</u>
	Total Required:		136
	Parking provided:		<u>68</u>
	Reduction Required:		<b>68</b>
<u>Long term use:</u>	Office	69,428	115
	Total Required:		115
	Parking provided:		<u>68</u>
	Reduction Required		<b>47</b>

Given the requirement of 136 parking spaces now, and the fact that there are only 68 legal spaces on site, the applicant has asked for this parking reduction of the difference: 68 spaces. After On-Site occupies the entire site, the reduction necessary is reduced to 47 spaces.



11. In response to staff's request for a parking study, the applicant has submitted a report regarding its current employee parking requirements and a proposed parking management plan. The applicant maintains that its employees do not need the required number of spaces because they do not drive to work to the company's Rosslyn location. According to On-Site, its workers are low wage earners who cannot afford the cost of parking in Rosslyn. On-Site intends to also charge its employees for parking at the subject property. In addition, the subject site is two blocks from the Braddock Metro stop, similar to the Rosslyn location. The applicant states that many of its employees live close enough to the site to take public transportation. In contrast to the City's parking requirement, the applicant has calculated its parking needs during the main daytime shift as 99 spaces during the interim period, and 77 spaces when it occupies the entire site. (See Parking Analysis report.)
12. In addition to its analysis of its worker population, On-Site has represented that it will do the following as part of a Parking Management Plan:
  - charge employees \$50 a month for parking;
  - provide free parking for carpools;
  - promote bicycling by installing bike racks and allowing employees to use facility showers;
  - support a Metrocheck program for employees, with On-Site paying the cost from monthly parking charges;
  - work with the City's Joblink program and Carpenters Shelter for new local employees, who will likely live close enough to walk or take public transportation.
13. The Braddock Area Team, a group of landowners, developers and citizens interested in the future of this area held a series of meetings over the last year and came up with several recommendations for the revitalization and redevelopment of the Braddock Metro Station Area, which includes this site, with an emphasis on increasing use of the Braddock Metro.

Several of the recommendations of the Braddock Area Team are relevant to this application, including the idea of creating better treatment of those street corridors that provide natural pedestrian links from one part of the area to another and through the area to the Braddock Metro station. For example, the Braddock Area Team identified both the North Fayette Street and the Madison Street corridors as important pedestrian links. To enhance those corridors requires that there be sufficient sidewalk widths for people to walk comfortably, that the buildings that line those streets provide attractive, safe and comfortable facades for passersby, and that street trees and on street parking be provided where possible to create a pedestrian scaled environment.
14. In contrast, the existing Henry Street frontage of the site is marked by excessive curb cuts, paved areas and a lack of landscaping.



800 North Henry Street – Front of Building

15. The North Fayette Street frontage is particularly unattractive, marred with illegal parking, large curb cuts, utility poles, and old railroad tracks.



North Fayette Street - Rear of Building

16. At several meetings over the last six months, Staff has discussed the Braddock Area Team recommendations with the applicant and its consultants in the context of the problem of the currently illegal parking along North Fayette and Madison Streets, the opportunity to create public, on-street, parking, and generally the opportunity to upgrade the building and site for On-Site's use. In response, the applicant has submitted the attached plan, and proposes to undertake extensive and significant improvements.

It will add landscaping along all frontages, with an exceptionally large area on Madison Street. It will create public parking on Madison Street and North Fayette Street. It will close the large curb cut on North Fayette Street, remove the railroad tracks, and create legal, parallel parking in the rear of the building, with a city sidewalk, street trees and curbing. It will consider closing one or more of the curb cuts on North Henry Street. It will work with staff on a facade program, including painting the building, adding awnings, windows and appropriate signage. Eventually, it will restrict loading operations to the northern and southern ends of the building on North Fayette Street. (See attached plan.)

17. If more detailed plans confirm that the applicant can provide all of the parking its conceptual plan shows, that would add 41 total parking spaces (23 on site and 18 on street) to the existing 68 on site, reducing the number of spaces for which a reduction is requested significantly. If the public spaces are included in the calculation, the reduction after On-Site occupies the entire site is for six spaces. If only the private spaces are considered, the reduction is for 24 spaces.
18. Zoning: The subject property is located in the CRMU-H/High density mixed use zone. Business and professional offices are permitted in the zone.
19. Master Plan: The site is located in Braddock Metro Area Small Area chapter of the Master Plan which designates the property for high density mixed use.

#### STAFF ANALYSIS:

The reuse of this site could have positive results for the City if the new owner can provide sufficient parking, improve the appearance of the site, and enhance its location in this important redeveloping Metro area.

Staff is willing to support the proposed parking reduction because of those improvements, and because it is convinced that the applicant's current employee profile includes low wage earners who have a high rate of transit use. The combination of the employee mix and commitments to a parking management plan which includes employees being charged to park at the site and subsidies for

employee transit should work to keep On-Site's parking requirements low. At that low rate, the parking needs can be accommodated on site. If a different office use occupied the site, then the parking needs would be very different. The applicant has agreed to take several steps over time that should ensure its use does not create a parking problem, including providing additional parking spaces.

On-Site has agreed to make significant improvements to the building, the site and the street frontages on North Fayette and Madison Streets which will eliminate illegal and unsafe parking and create new public parking spaces. In addition to creating parking spaces, On-Site has committed to provide landscaping, including street trees, and other site and building facade improvements to generally enhance the building location. Staff has included conditions requiring that the applicant implement its commitments and continue to work with staff, with improvements scheduled over time to coincide with On-Site's ability to occupy the entire site.

Staff is concerned that over time the applicants needs may change and has discussed that possibility with its representatives. The applicant responds in two ways. First, it hopes eventually to redevelop the site, including underground parking. Second, it has agreed to submit a parking demand study, similar to the one recently submitted analyzing its workforce. The reports will be submitted at 5 year intervals beginning 5 years after this approval.

Finally, staff has some concerns about the ability of On-Site's 24 hour use to coexist with its residential neighbors. To address this issue, staff conditions include a time limitation on loading operations and conditions restricting lighting. Planning staff believes the police lighting requirement will be too bright for this site but will include the police in the review of the applicant's lighting plan.

Staff has also included a modified review condition to monitor the progress of the site improvements and employee parking. Two reviews will occur: The first will be two years after On-Site occupies the site, which should happen this summer. The second will occur five years after this approval, at which point all of the site improvements should be complete. At either time, if there are problems with the use or if On-Site fails to fulfill its commitments to improve the site and minimize parking needs, then additional conditions may be appropriate.

With these conditions, staff recommends approval.

STAFF: Eileen P. Fogarty, Director, Department of Planning and Zoning;  
Barbara Ross, Deputy Director;  
Kathleen Beeton, Urban Planner.

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 Parking reduction is acceptable based on maintaining current employee profile, subsidizing transit use, and providing additional public parking and site upgrades.
- R-2 A plot plan showing all improvements or alterations to the site shall be approved by the Department of Transportation & Environmental Services before a building permit may be issued.
- R-3 Replace existing asphalt sidewalk on North Henry Street frontage with city standard concrete sidewalk, full width, from curb to property line.
- R-4 Repair asphalt paving behind the sidewalk on Madison Street side of property.
- R-5 Remove rails and repave parking area on North Fayette Street frontage.
- R-6 Provide a parking and striping plan satisfactory to the director of T&ES. Improvements to the right-of-way shall meet city design standards.
- R-7 Provide lighting within the parking lot and perimeter parking areas to meet minimum city standards.

Code Enforcement:

Comments not yet received.

Police Department:

- R-1 The lighting for the parking lot is to be a minimum of 2.0 foot candles minimum maintained. There is also to be a regular schedule to maintain the lighting so the 2.0 foot candle level is maintained.

APPLICATION for SPECIAL USE PERMIT # 2001-0044

PROPERTY LOCATION: 800-840 N. Henry St.  
NORTH POINT CENTER

TAX MAP REFERENCE: 054.01-03-06 ZONE: CRMU-H

APPLICANT Name: On-Site Sourcing

Address: 1111 N. 19<sup>th</sup> St., Suite 600, Arlington, VA 22209

PROPERTY OWNER Name: On-Site Sourcing

Address: 1111 N. 19<sup>th</sup> St., Suite 600, Arlington, VA 22209

PROPOSED USE: SUP for a Parking Reduction.

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 notices 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.

Harry P. Hart  
Print Name of Applicant or Agent

  
Signature

HART, CALLEY, GIBBS & KARP, P.C.  
Mailing Address

(703) 836-5757 (703) 548-5443  
Telephone # Fax#

307 N. Washington St., Alex. VA 22314  
City and State Zip Code

March 27, 2001  
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.

Dennis Seynhaeve, 220 Wardour Dr., Annapolis, MD 22412 (13 %)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 8 1/2" 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.

## NARRATIVE DESCRIPTION

4. 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.)

On-Site Sourcing purchased the North Point site at 800-840 N. Henry Street in 2000 in order to move its business from Arlington, Virginia. The site was perfect for On-Site's operations which include long-term storage of legal documents and long-term storage of computer-generated legal documents. When On-Site purchased the building it believed that the site provided more than adequate parking for its operations and in addition, a majority of On-Site's employees use mass transit and this site is located within a block and a half of the Braddock Metro station. Pursuant to the Department of Planning and Zoning, however, has indicated that it may not consider 54 of the 134 existing parking spaces on site.

As a result, On-Site Sourcing is filing this SUP application for a parking reduction from the required 109 spaces to the existing 79 spaces found on the N. Henry portion of the site. Another 54 spaces exist on the site and have been used consistently on the site as front-in parking spaces off of Fayette and Madison Streets. The applicant was informed that those 54 spaces may not be allowed to be considered as required spaces under the Zoning Ordinance.



**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,  
☐ an expansion or change to an existing use with a special use permit,  
☒ other. Please describe: A Change in User requiring a Parking Reduction

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).

\_\_\_\_\_  
 \_\_\_\_\_

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

A maximum of 200 employees in three different shifts: 100 on the first shift, 42 on the second shift and 8 on the third shift.

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

Day:

Hours:

Monday-Friday (3 Shifts)

\_\_\_\_\_

First Shift

7 am - 3 pm

Second Shift

3 pm - 11 pm

Third Shift

11 pm - 7 am

\_\_\_\_\_

\_\_\_\_\_

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

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

Normal noises from copiers and computer equipment.

B. How will noise from patrons be controlled?

Through normal noise control measures.

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

N/A

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?

Normal type generated by use, ie., paper.

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

Normal amount.

C. How often will trash be collected?

Once a week.

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

Through normal custodial measures.

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:

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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:

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

The building has a sprinkler system and a fire alarm system.

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### 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.

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## 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?

Pursuant to the City, 109 spaces are required.

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

## 77 Standard spaces

## Compact spaces

2 Handicapped accessible spaces.

\_\_\_\_\_ Other. \* 54 existing front-in spaces are provided on-site, but the City Staff has indicated the spaces may not be considered in the parking requirements.

- 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 with 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? 2

- B. How many loading spaces are available for the use? 2

- C. Where are off-street loading facilities located? Off of Fayette St.

D. During what hours of the day do you expect loading/unloading operations to occur?

During normal business hours.

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

Approximately 1-2 times per day, using small delivery vans, not trucks.

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?

Street Access is adequate.

#### 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?

69,859 sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 69,859 sq. ft. (total)

21. 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: \_\_\_\_\_

## PARKING REDUCTION SUPPLEMENTAL APPLICATION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)  
From the required 109 to 79.  


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2. Provide a statement of justification for the proposed parking reduction. The site provides adequate parking spaces for the use of this site, including 54 existing front-in spaces off of Fayette and Madison Streets. The City however, does not wish to permit the applicant to use the 54 existing spaces off of Fayette and Madison, therefore, the Applicant needs the parking reduction in order to use the building. A majority of the Applicant's employees use mass transit and the Braddock Rd. Metro station is within a block and half of the building.  


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3. Why is it not feasible to provide the required parking? The building as it exists provides adequate parking for the Applicant and its sub-tenants' use. Providing increased parking on-site is simply not possible.  


---
4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?     ☐ Yes.     ☒ No.
5. If the requested reduction is for more than five parking spaces, the applicant must submit a Parking Management Plan which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.
6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

SUP 2001-0044

**HART, CALLEY, GIBBS & KARP, P.C.**

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OF COUNSEL  
CYRIL D. CALLEY  
ROBERT L. MURPHY

March 26, 2001

Ms. Eileen Fogarty, Director  
Department of Planning & Zoning  
Room 2100  
City Hall  
Alexandria, VA 22314

Re: On-Site Sourcing  
800-840 N. Henry Street

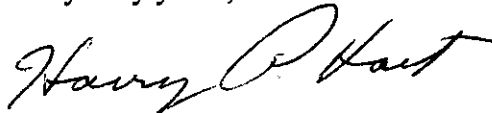
Dear Ms. Fogarty:

As requested by Peter Leiberg in your office, enclosed please find two floor plans that both generally and more specifically describe On-Site Sourcing's use of the above referenced property. On-Site Sourcing's use of the property will require no structural changes in the existing building and its interior layout except for cleaning and painting. Also enclosed is a chart calculating the required parking based upon On-Site Sourcing's use of the property and of its existing sub-tenants, Duron Paint and Associated Design. As you can see, the site provides all of the parking required under the Zoning Code.

*no floor plan*

I look forward to resolving this matter with you in the near future.

Very truly yours,



Harry P. Hart

Enclosures

cc: Duncan Blair

sup 2001-0044

**HART, CALLEY, GIBBS & KARP, P.C.**

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HERBERT L. KARP

March 27, 2001

Ms. Eileen Fogarty, Director  
Department of Planning & Zoning  
City Hall, Room 2100  
Alexandria, VA 22314

Re: 800-840 N. Henry St., On-Site Sourcing

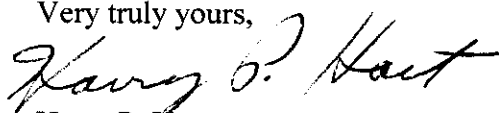
Dear Ms. Fogarty:

Enclosed please find On-Site Sourcing's application for a Parking Reduction regarding the above referenced property. We are filing the application to reduce the number of required parking spaces from 109 to the existing 79 spaces on the N. Henry Street portion of the property. Another 54 spaces exist on the Fayette and Madison Street sides of the building as front-in spaces which have been used continuously in the past. It is our understanding that your office may not permit On-Site from considering those 54 spaces as a part of the required spaces under the Zoning Code, thereby creating a possible need for a Parking Reduction SUP.

We have been working with your office to obtain a Certificate of Occupancy for On-Site as they are able to move in without making any changes to the building. At this time, we do not have a definitive answer regarding whether or not the existing parking will be considered sufficient pursuant to the Zoning Code as we believe it should be. As a result, we are filing the enclosed so that we will not miss the March 27, 2001 deadline for the June Planning Commission and City Council hearings. It is critical for On-Site to know that it can move in prior to the September hearings.

At your earliest convenience, please either authorize approval of the Certificate of Occupancy or let us know whether that you consider the new SUP application necessary in order for On-Site Sourcing to occupy the building at 800-840 N. Henry St. We look forward to continuing to work with you.

Very truly yours,

  
Harry P. Hart

Enclosure

cc: Chris Weiler  
Duncan Blair





*City of Alexandria, Virginia*

DEPARTMENT OF PLANNING AND ZONING

301 King Street, Room 2100

P. O. Box 178

Alexandria, Virginia 22313

(703) 838-4666

FAX (703) 838-6393



SUP 2001-0044

April 23, 2001

BY MESSENGER

Harry P. Hart, Esq.

Hart, Calley, Gibbs and Karp, P.C.

307 North Washington Street

Alexandria, Virginia 22314-2557

Re: On Site Sourcing SUP 2001-0044  
800-840 North Henry Street

Dear Bud:

Staff has reviewed this request for a parking reduction and has several concerns.

First, as we have discussed, I need additional information regarding the proposed use of the site, specifically as to the day to day functions to occur within:

- A) the 828-840 floor space, identified as industrial, and
- B) the 800-806 floor space, identified as storage.

When I have that information, I will be better able to determine the use of each space and then to calculate the specific parking requirements for each use, and the building as a whole, including as regards the requirements under section 8-200 (F) (b) of the zoning ordinance. Only at that point will staff have a position as to the deficit of parking spaces on site for the proposed use. As soon as you provide detailed information about the uses, I will be glad to discuss the numerical parking requirement with you.

Because this is a request for a parking reduction, Staff requests that you submit a professional parking study to assist the City in analyzing the parking impacts of the proposed uses. The study should be prepared by an engineer, or by a certified planner knowledgeable in the parking field, and should include, at a minimum, an inventory of reasonably proximate public off-site parking, a calculation of the turnover rates of parking spaces, parking deficits for a worst case scenario considering site and roadway peak periods, and mitigation strategies to offset the requested parking reduction.

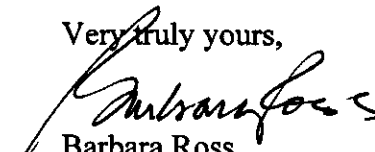
In addition, I note that the application states that a majority of On Site's employees use mass transit. Would you please provide more detailed information regarding employee transit use, such as residence location of employees who will be at the subject location, and any survey or other data your client has to support its statement.

The application requests a parking reduction for the entire site, and identifies users in the building other than On Site. Please clarify whether the application information regarding employees, shifts, hours, loading and delivery requirements relates to On Site Sourcing, or to all users within the building. If it only relates to On Site Sourcing only, please provide additional information related to the remainder of the building.

Finally, staff discussed with On Site Sourcing earlier this year the City's concern about the condition of this particular building and site. Several ideas were discussed, including painting, providing windows in the building, adding landscaping, and redesigning the rear frontage along North Fayette Street to include new sidewalk, curbing and street parking. The Braddock Area Team and staff from this office have studied the area extensively, and agree that in order to promote a redevelopment plan in this area, the streetscape along key paths to the Braddock Metro station need to become more pedestrian friendly. Your request for a parking reduction, especially with regard to the use of the frontage along Madison and North Fayette Streets for parking and/or loading are directly related to the City's goals for this redevelopment area. Please provide information about any work that the new owner intends to undertake to upgrade the building and site.

Please provide the above information as soon as possible, so that staff is able to proceed with its review of the application for the June hearing.

Very truly yours,



Barbara Ross  
Deputy Director

cc: Eileen Fogarty, Director  
Rich Baier, Director, Transportation and Environmental Services  
Doug McCobb, Deputy Director, Transportation  
Duncan Blair, Esq.

SUP 2001-0044

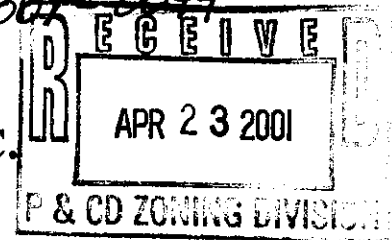
**HART, CALLEY, GIBBS & KARP, P.C.**

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OF COUNSEL  
CYRIL D. CALLEY  
ROBERT L. MURPHY

April 23, 2001

Ms. Eileen Fogarty, Director  
Department of Planning & Zoning  
c/o Ms. Barbara Ross, Deputy Director  
City Hall, Room 2100  
Alexandria, VA 22314

Re: On-Site Sourcing, 800-840 N. Henry Street

Dear Ms. Ross:

As requested by letter dated April 23, 2001, the following presents an outline of On-Site Sourcing's use of the property at the above referenced location. As shown on the floor-plan *no floor plan* presented to your office on March 26, 2001, the facilities at 800-802 N. Henry Street will be utilized for long term document, supply, furniture, and equipment storage (more than sixty (60) days to a year). In addition, the facilities at 806 N. Henry St. will contain a server room and network storage, which should also be considered long-term storage. 828 N. Henry St. will contain file storage, a number of accessory corporate offices, and a lunch room. At 832 N. Henry St., a few other accessory corporate offices will be located there along with space designated for the company's computer graphics department, and short term supply and document storage in the rear of the space. The majority of the space at 834 - 840 N. Henry St. will be used for digital printing of documents, high volume legal document copying and electronic imaging. Short term storage of documents/customer service area will be utilized in a small area in the rear of 834-840 N. Henry Street. A small area in the front of 838-840 N. Henry Street will be a sales area. We have provided specific information regarding the number of employees On-Site will have, e.g. 100 on first shift, 42 on second shift and 8 on third shift. This is substantially fewer than Commonwealth Scientific had on this site.

We believe On-Site's use of this site can be considered either industrial or office with accessory storage, both of which are permissible uses at this site. We have thus enclosed charts that show parking requirements for either office or industrial, other than long-term storage, along with the accessory storage area. As stated in our letter dated March 26, 2001, On-Site Sourcing's use of the property will require no structural changes in the existing building and its interior layout except for cleaning and painting. As you can see, the site provides the parking required under the Zoning Code, unless you consider the long-term storage in 800-806 N. Henry St. as office.

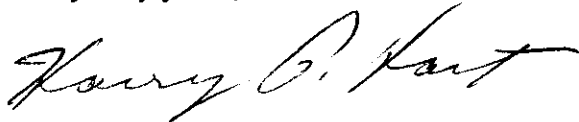
April 23, 2001

Page 2

Since it is our belief that this application should be processed as a continuation of existing use and should not need a parking reduction SUP, we think the request for a professional parking study is unwarranted. Nonetheless, our client will provide you with more detailed information regarding transit use by its employees and a report from a professional engineer or traffic expert. Even if the application were to be processed as a parking reduction SUP, the parking spaces assignable to the use at 828 to 840 N. Henry Street is adequate under the Code. If you consider the use office, 56 spaces are required. If you consider it industrial other than long-term storage, 61 spaces are required. As stated previously, the only difficulty arises when the accessory long-term storage in 800-806 N. Henry Street is considered an office use.

I look forward to resolving this matter with you in the near future. I believe it would be very useful for you to meet Chris Weiler, On-Site's Chief Executive Officer and President. Please let me know if we can set up a meeting in the near future, possibly tomorrow.

Very truly yours,

A handwritten signature in black ink, appearing to read "Harry P. Hart". The signature is fluid and cursive, with a long horizontal stroke at the end.

Harry P. Hart

Enclosures

cc: Chris Weiler  
Duncan Blair

**PARKING REQUIREMENT for 800-840 N. HENRY STREET**

Parking District 6, First Floor

ADDRESS	USER/USE	SQUARE FOOTAGE	PARKING REQUIREMENT PER SQUARE FOOT	SPACES REQUIRED
800-806	ONSS - Industrial, Accessory Long Term Storage	23,347	1/3000 (industrial, long term storage, <5k, no office space)	8
810	Duron Paint	4,270	1/210 (retail)	21
814-822	Associated Design	8,540	1.1/500 (industrial, other than long term storage, 5k-10k)	19
828-840	ONSS - Industrial, other than long term storage	33,271	1.1/600 (industrial, other than long term storage, < 10k)	61
TOTAL				109
			<b>Number on Site,</b> including existing front-in parking along Fayette and Madison St. sides of building	134
			<b>Number on Site,</b> including 30 parallel parking spaces along Fayette and Madison St. sides of building	109

**Calculation No. 1**

**PARKING REQUIREMENT for 800-840 N. HENRY STREET**

Parking District 6, First Floor

ADDRESS	USER/USE	SQUARE FOOTAGE	PARKING REQUIREMENT PER SQUARE FOOT	SPACES REQUIRED
800-806	ONSS - Industrial, Accessory, Long Term Storage	23,347	1/3000 (industrial, long term storage, <5k, no office space)	8
810	Duron Paint	4,270	1/210 (retail)	21
814-822	Associated Design	8,540	1.1/500 (industrial, other than long term storage, 5k-10k)	19
828-840	ONSS - Office	33,271	1/600 (office)	56
TOTAL				104
			<b>Number on Site,</b> including existing front-in parking along Fayette and Madison St. sides of building	134
			<b>Number on Site,</b> including 30 parallel parking spaces along Fayette and Madison St. sides of building	109

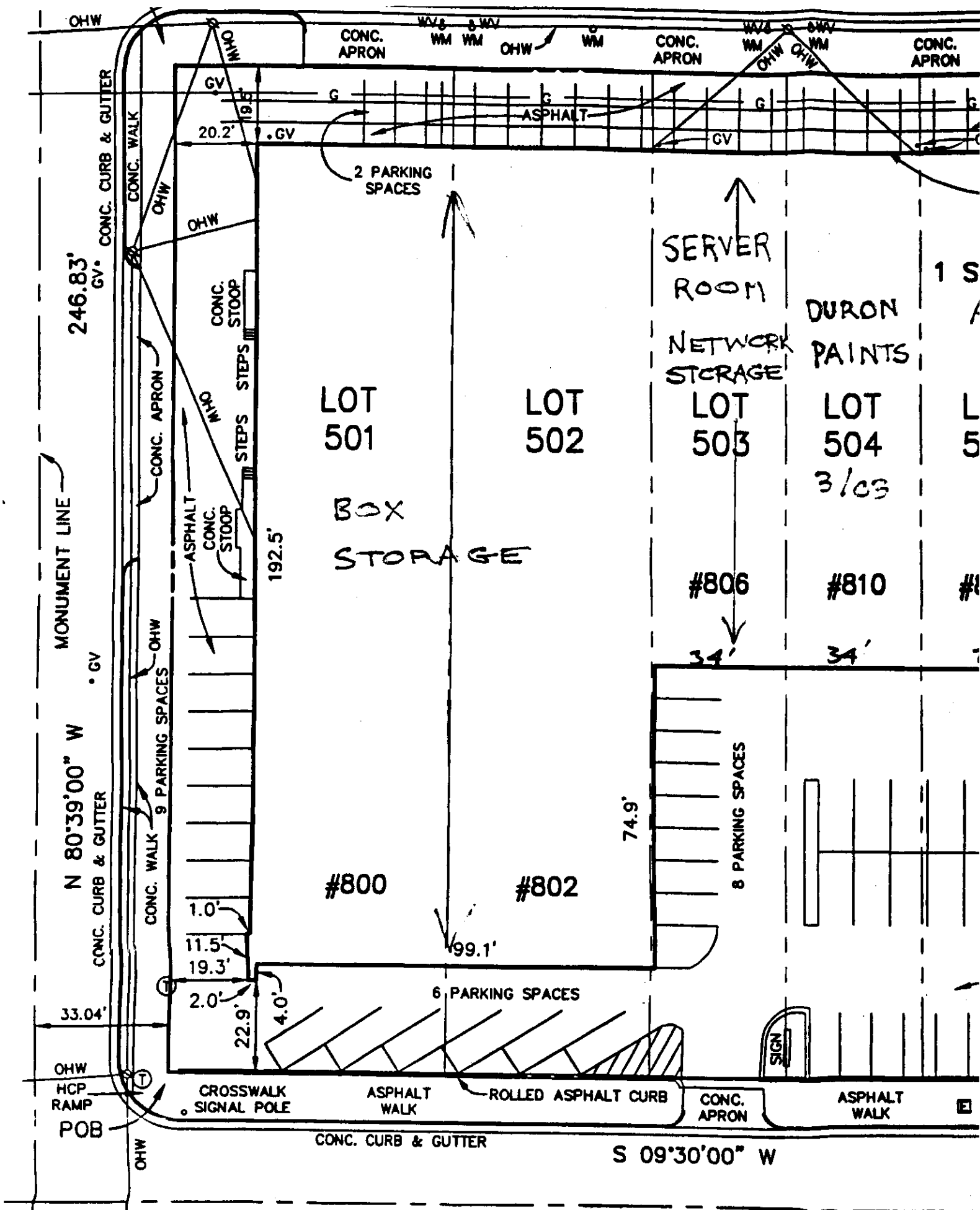
**Calculation No. 2**

**PARKING REQUIREMENT for 800-840 N. HENRY STREET**

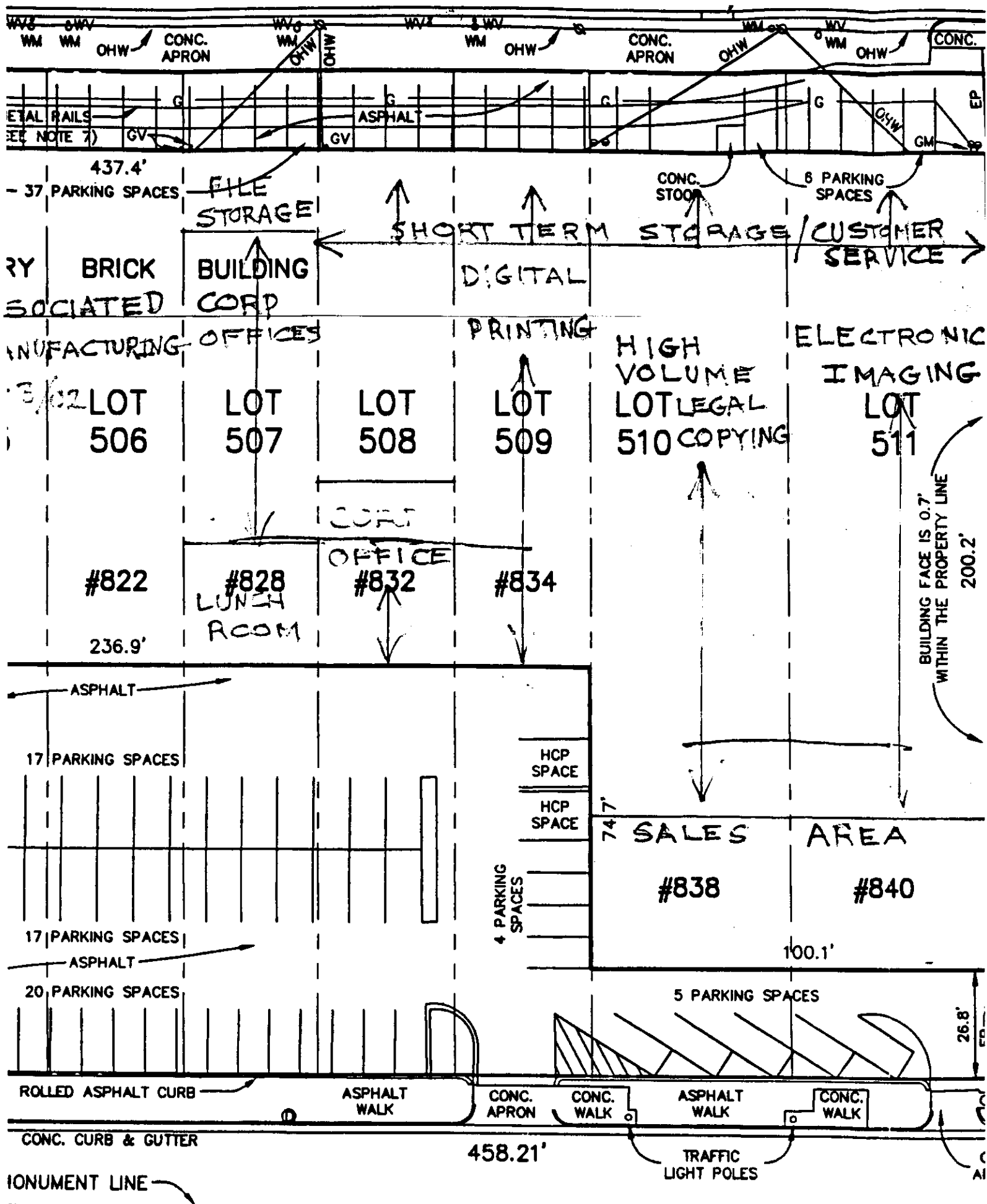
Parking District 6, First Floor

ADDRESS	USER/USE	SQUARE FOOTAGE	PARKING REQUIREMENT PER SQUARE FOOT	SPACES REQUIRED
800-806	ONSS - Office	23,347	1/600 (office)	40
810	Duron Paint	4,270	1/210 (retail)	21
814-822	Associated Design	8,540	1.1/500 (industrial, other than long term storage, 5k-10k)	19
828-840	ONSS - Office	33,271	1/600 (office)	56
TOTAL				136
			<b>Number on Site,</b> including existing front-in parking along Fayette and Madison St. sides of building	134
			<b>Number on Site,</b> including 30 parallel parking spaces along Fayette and Madison St. sides of building	109

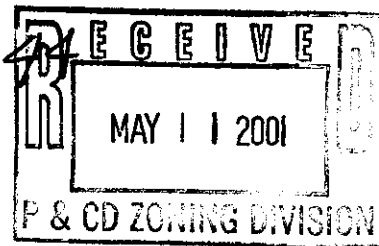
**Calculation No. 3**







SUP 2001-004



**HART, CALLEY, GIBBS & KARP, P.C.**

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HERBERT L. KARP

OF COUNSEL  
CYRIL D. CALLEY  
ROBERT L. MURPHY

May 11, 2001

Ms. Eileen Fogarty, Director  
Department of Planning & Zoning  
c/o Ms. Barbara Ross, Deputy Director  
City Hall, Room 2100  
Alexandria, VA 22314

Re: On-Site Sourcing, 800-840 N. Henry Street

Dear Ms. Ross:

As referenced in our first letter to you of March 26<sup>th</sup>, we have submitted an application for a Certificate of Occupancy on the basis of continuing the existing use. As you know, there are no structural changes needed in the building for this use, and the number of employees is actually fewer than with the former use. On-Site Sourcing is willing to make the improvements listed in the Parking Study by Artemel & Associates, copy enclosed, whether or not it is required to obtain the S.U.P., and to provide the incentives for non-S.O.V. use.

We also submitted a chart with our application for Certificate of Occupancy and with our Special Use Permit application that show the number of spaces required under the Code for Industrial-long term storage and Industrial-not long term storage. As you can see, fewer spaces would be required if the office parking requirement were applied. The work from our professional planner, Engin Artemel, requested in your recent letter shows that the present actual demand would also be less than the Code requirement in either event.

It is really critical that this use be approved either by a Certificate of Occupancy or by Special Use Permit in June 2001 so that the move into the building for this asset to the community can be completed by September 2001. It is significant that On-Site Sourcing is willing to provide incentives for metro use, car pooling, bicycle use and even walking to work, with or without an S.U.P. requirement.

We look forward to working with you.

Very truly yours,

  
Harry P. Hart

Enclosure

cc: Chris Weiler  
Duncan Blair

**HART, CALLEY, GIBBS & KARP, P.C.**

ATTORNEYS AND COUNSELLORS AT LAW

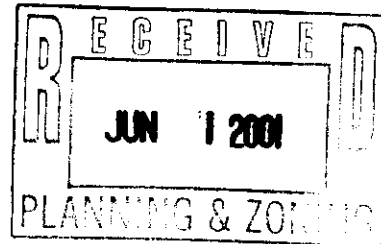
307 NORTH WASHINGTON STREET  
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OF COUNSEL  
CYRIL D. CALLEY  
ROBERT L. MURPHY

June 1, 2001



**VIA HAND-DELIVERY**

Ms. Eileen Fogarty, Director  
Department of Planning & Zoning  
c/o Ms. Barbara Ross, Deputy Director  
City Hall, Room 2100  
Alexandria, VA 22314

Re: Docket Item #25, SUP#2001-0044  
On-Site Sourcing, 800-840 N. Henry Street

Dear Ms. Ross:

On-Site Sourcing submits the following suggested amendments to the conditions listed in the Staff Report for the above referenced docket item. The conditions do not list any specific parking reduction. To prevent any confusion in the future, On-Site Sourcing suggests following change to Condition # 2, so that it reads,

"A parking reduction is permitted for this particular applicant for the number of spaces shown on the parking plan submitted by the applicant, provided that the use of the site may not change in a way that increases the parking demand, and provided that the applicant successfully completes all of the improvements to which it has committed including the creation of legal parking spaces on the site and on the public street."

The second proposed amendment concerns the listing of site improvements in Condition # 5. The applicant proposed a number of site improvements on page 8 of its parking study. The condition should conform to the improvements to which the applicant committed itself in that study. On-Site Sourcing would suggest that Condition # 5(a) read as follows:

- a. "a facade improvement program to include painting the building, signage, awnings, windows, conversion of loading doors to the extent practicable and studying the feasibility of inserting loading doors further into the building to accommodate trucks, if necessary based upon the size of trucks delivering to the site. If it becomes apparent that the loading doors should be inserted into the building, the applicant shall have until December 2004 to do so."

June 1, 2001  
Page 2

The third proposed amendment relates to the rails on the Fayette Street side of the site. On-Site Sourcing is concerned that the Staff seeks to have the rails removed. It was our understanding that the rails could be paved over as has been done in other instances such as on Royal and Union Streets. On-Site Sourcing would suggest the following change to Condition #5(c):

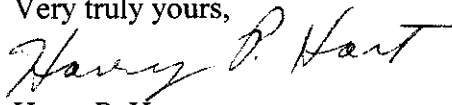
- c. "a North Fayette Street frontage redesign program generally consistent with the applicant's proposed plan, to include elimination of existing head in parking, ~~remove rail~~ and curb cut, repaving of the asphalt on site, the creation of parallel on site parking spaces, public on street parking spaces, curbing, sidewalk and street trees."

In addition, Condition # 17 should be amended to read, "~~Remove rails and~~ Repave parking area on N. Fayette Street frontage."

The final amendment relates to the replacement of the sidewalk on North Henry Street. The applicant will do whatever is reasonable to improve the appearance of this site, however, On-Site Sourcing does not believe that it is reasonable to have to remove the asphalt sidewalk and replace it with a standard grade cement sidewalk at this time. Consequently, the applicant would request to eliminate Condition # 15.

On-Site Sourcing is pleased to see that Staff is recommending in favor of their application and hopes to resolve these minor issues with Staff prior to the Planning Commission hearing on June 5, 2001.

Very truly yours,



Harry P. Hart

cc: Chris Weiler  
Duncan Blair  
Artemel & Associates

# ARTEMEL & ASSOCIATES

ENGİN M. ARTEMEL  
President

Crilley Warehouse, 218 North Lee Street

Alexandria, Virginia 22314

Tel 703-683-3838

Fax 703-836-1370

**PARKING ANALYSIS  
800- 840 N. HENRY STREET  
ALEXANDRIA, VIRGINIA**

**Prepared for:  
On-Site Sourcing**

**Prepared by:  
Artemel & Associates**

**May 2001**

19  
-----  
6-16-01

## PARKING ANALYSIS

800-840 N. Henry Street, Alexandria

### The Site

The site consists of a 112,710 square foot parcel developed with a 69,859 square foot one-story building, built in 1955. It is surrounded by streets on three sides and is in a formerly industrial area; in fact, railroad tracks are still evident along the western edge of the property.

In recent times, the occupants of the building were Commonwealth Scientific Corporation, a research and manufacturing firm, and the Carpenter's Shelter for homeless people. These users have vacated their space. Some space has also been leased to a Duron Paint store, and to Associated Manufacturing, both of which continue to operate at the site under leases that will expire within the next two years.

On-Site Sourcing has purchased the site to house its operations. The company is currently leasing space in a building near the Rosslyn Metro Station; that building is scheduled to be demolished in September 2001.

### Proposed Use of the Building

On-Site Sourcing has built a successful business in document processing. They archive documents on CD-ROM, provide document indexing services, and reverse the process by printing volumes from existing CD-ROMs. Sophisticated copying and printing equipment, as well as networked computers, occupy most of the space. There are also large numbers of boxes, including incoming blank paper for copies, boxes of documents to be archived, and additional boxes of documents that have been produced at the site and are to be delivered to clients.

The proposed use of the building is to house this document processing operation. The building consists of 10 bays, identified by street address as follows along with their proposed use:

800 N. Henry Street	Box storage
802 N. Henry Street	Box storage
806 N. Henry Street	Server and network room (computers)
810 N. Henry Street	Currently occupied by Duron Paint
814 N. Henry Street	Currently occupied by Associated Manufacturing
822 N. Henry Street	Currently occupied by Associated Manufacturing
828 N. Henry Street	Office space and lunchroom
832 N. Henry Street	Office space for corporate administration
834 N. Henry Street	Digital printing
838 N. Henry Street	Copier room and small sales office
840 N. Henry Street	Electronic imaging and small sales office

After the leases of Duron and Associated Manufacturing expire, these bays will be made available to clients of On-Site Sourcing who need to work with documents. This will be on a temporary basis for each client as their project is being handled by the company.

The use of 800 and 802 N. Henry is to store boxes that have come in for processing from client sites or that are going back to client sites after a period of time. No employees will be based in this space, but will enter occasionally to deposit or retrieve boxes.

806 N. Henry Street will be a computer room housing various pieces of electronic equipment and providing space for 5 operators/programmers.

828 and 832 North Henry Street provide approximately 4,000 square feet of space for administrative staff. The remaining space provides a lunch room, and storage room for files. Some digital printing equipment may also be located in this space.

834, 838, and 840 North Henry Street are primarily devoted to housing high volume copying equipment, and digital printing and electronic imaging equipment. The employees that use and operate these machines will be located in these spaces. Approximately 3,000 square feet of space in these three addresses, located near one of the rear loading docks, will be devoted to intake and shipping of boxes from customer sites as well as receipt of copier paper and other supplies. Approximately 4,000 square feet currently configured as office space, will be used by sales personnel and senior management.

On-Site Sourcing does not have any "customers" coming to the site to make purchases or receive services. Documents are picked up at the customer location and brought in to On-Site Sourcing.

On-Site Sourcing employs 283 people in three daily shifts and on the weekend. The largest shift, from 7 AM to 3 PM, employs 135 people, of which 106 are full-time employees. The second shift, from 3 PM to 11 PM, employs 112, of which 58 are full-time and 54 part-time. The remaining 36 employees cover the third shift from 11 PM to 7 AM.

#### Parking Demand at the Site

On-Site Sourcing is unusual in that a large percentage of its employees already use means other than the single-occupancy vehicle to arrive at work. This is due to a number of factors:

- proximity to a metro station
- employment of people in relatively low income brackets who can't afford to drive a car to work
- the parking garage adjacent to the current job location charges a monthly fee for parking

- many employees live close-in (inside the Beltway) and have access to public transportation

It is anticipated that this profile will continue to prevail when the company moves from Rosslyn to Alexandria, where the site is close to the Braddock Road Metro Station.

On-Site Sourcing conducted a survey of all its employees to determine whether they came to work by metro, bus, car, or carpool (where carpool was defined as getting a ride to work but not necessarily parking a car on-site). Overall, only 42% of employees drove to work and parked a car near the work location. The percentage was slightly higher for the largest, day-time shift, because most of the company's management staff work at that time and tend to need their cars. However, the percentage who drive and park on site is still an astonishing less than 50%. According to Alexandria's Rideshare coordinator, the current highest percentage of transit usage in Alexandria of a company of similar size is 20%, meaning that 80% of their employees drive a car to work, significantly more than at On-Site Sourcing.

We analyzed commuting patterns for first shift employees by bay address in the subject building. The results are shown in Table 1. The 135 daytime employees of On-Site Sourcing have an actual demand for parking of 67 spaces. The temporary tenants, Duron and Associated Manufacturing, have a demand of 24 daytime spaces. This number was obtained by direct observation of parking on the site over several days in early May. Duron has 2 to 3 employees and up to six visitors at one time. Associated Manufacturing appears to be parking about 15 cars.

Other cars present on the site belong to nearby businesses and are there with the permission of On-Site Sourcing until the company moves to Alexandria.



**Table 1. Analysis of Parking Requirements**

**PARKING REQUIREMENT, SEPTEMBER 2001**

<b>Address</b>	<b>Occupant</b>	<b>Employees</b>	<b>Customers</b>	<b>Public Transp</b>	<b>Cars</b>
800	OSS/Storage	0	0	0	0
802	OSS Storage	0	0	0	0
806	OSS/Servers	5	0	0	5
828	OSS/Office	8	0	5	3
832	OSS/Admin	9	0	7	2
834	OSS/Digital Printing	4	0	0	4
838	OSS/Copier Room	53	0	34	19
	OSS/Sales & Cust. Svc	4	0	0	4
840	OSS/Electronic Imaging	48	0	21	27
	OSS/Sales & Cust. Svc	4	0	1	3
	<b>Subtotal OSS</b>	<b>135</b>	<b>0</b>	<b>68</b>	<b>67</b>
810	Duron	3	6	0	9
814/822	Associated Manufacturing	12	3	0	15
	<b>Total Site</b>	<b>150</b>	<b>9</b>	<b>68</b>	<b>91</b>

**PARKING REQUIREMENT, SEPTEMBER 2003**

Less Duron and Associated Manufacturing	-24
Plus Client and Guest Spaces	10
<b>Total Site</b>	<b>77</b>

Note: The employees currently getting a ride to work or carpooling were divided equally into car drivers and public transportation for the September 2001 estimates.

After the expiration of the Duron and Associated Manufacturing leases, 24 parking spaces will become available. However, it is On-Site Sourcing's intent to make the vacated bays available to its clients who need to work with some of the documents in process. It is estimated that these clients may need 6 to 10 parking spaces on an intermittent basis. The total site parking requirement once these conditions come into play is 77 spaces.

The 112 second-shift employees currently account for only 43 cars driven to work.

### Parking Supply on Site

The site currently provides 139 parking spaces, as follows:

- 77 spaces along the North Henry Street frontage
- 17 spaces along the Madison Street frontage
- 45 spaces along the North Fayette Street frontage

These have historically all been in use, and are still being used. In fact, the spaces along Madison Street were fully used on each of six site visits made in early May. The spaces in the rear are only partially used, due in part to the poor condition of the surface (containing railroad tracks) and because loading docks in back of the building are in use.

The Madison Street portion of the site presents some physical difficulties, in that there is an overly long curb cut on Madison Street close to Fayette Street, and there is only a narrow aisle left for circulation when cars are parked front-end in. In addition, a residential project will soon be built on the south side of Madison Street across from the site. For these reasons, it is recommended that most parking on the Madison Street side of the property be eliminated.

The Fayette Street side includes an asphalted portion closest to the building, and a concrete apron and gutter along the street right-of-way. It is recommended that the asphalt be resurfaced, and that parking along this western edge of the building be parallel parking only. Initially, three loading docks will be used, one at each end of the building, and the dock used by Duron. After Duron's lease expires, that loading dock will no longer be used, freeing up parking spaces.

Parking can also be allowed along Fayette Street, since there is an existing concrete gutter, and proper signage could make it clear that on-street parking is allowed.

The total parking available on site is 98 spaces, as shown on the drawing in the following section:

- |                   |           |
|-------------------|-----------|
| • N. Henry Street | 77 spaces |
| • Madison Street  | 2 spaces  |
| • Fayette Street  | 19 spaces |

In addition, we believe that the site could be credited with creating additional on-street parking, as follows:

- |                  |           |
|------------------|-----------|
| • Madison Street | 2 spaces  |
| • Fayette Street | 16 spaces |

The total number of parking spaces available under three alternatives is shown in table 2.

**Table 2. Parking Spaces Provided**

**PARKING TABULATION, 800-840 N. HENRY STREET**

**Existing Spaces**

N. Henry Street, on site	77	(34 full size, 43 compact)
Madison Street, on site	17	
Fayette Street, on site	45	
<b>Total</b>	<b>139</b>	

**Proposed Spaces, Alt 1**

Remove Madison Street on site	-17	
Remove Fayette Street on site	-45	
Add full size on Madison	4	(2 on site, 2 on street)
Add compact, Fayette Street on site	19	
<b>Total</b>	<b>100</b>	

**Proposed Spaces, Alt 2**

Remove Madison Street on site	-17	
Remove Fayette Street on site	-45	
Add full size on Madison	4	(2 on site, 2 on street)
Add Fayette Street on street	16	
<b>Total</b>	<b>97</b>	

**Proposed Spaces, Alt 3**

Remove Madison Street on site	-17	
Remove Fayette Street on site	-45	
Add full size on Madison	4	(2 on site, 2 on street)
Add compact, Fayette Street on site	21	
Add Fayette Street on street	16	
<b>Total</b>	<b>118</b>	

The site can provide up to 118 parking spaces, compared to an actual requirement based on employee commuting patterns of 91 spaces. If either the on-site parking on the Fayette Street side or the on-street parking on Fayette Street is not allowable, then the site still provides 97 to 100 spaces compared to an actual requirement of 91 spaces.

### Parking Supply Off-Site

There is a limited amount of on-street parking around the blocks near the site; much of this parking is in restricted zones, providing only two to three hours of parking. This type of parking would be inconvenient for the employees of On-Site Sourcing, who would not have the luxury of leaving their job site periodically to move their cars.

There are no convenient surface parking lots in the area open to the public. The garage at the Braddock Place office building is the only location where employees might conceivably be able to purchase monthly parking permits.

### Parking Management Strategies

On-Site Sourcing is committed to keeping its workforce independent of the single-occupant automobile to the maximum extent possible, and in line with current patterns. To that end, it is offering the following combination of incentives and strategies:

1. Employees wishing to park on site will be charged a monthly fee of \$50, deducted from payroll checks and enforced with car ID stickers.
2. The funds collected from employee parking will be used to support a direct benefit metrochek program, where On-Site Sourcing and not the employee will pay for the Metrochek.
3. Free parking will be provided for carpools of three or more employees.
4. Bicycle racks will be installed to ease bicycle riding by employees. Existing shower facilities in the building will be made available to employees.
5. Excess funds collected from employee parking and not used in the Metrochek program will be made available for one-time purchases of bicycles or sneakers by employees.
6. When new employees are needed, On-Site Sourcing will work with the City's JobLink program and through Carpenters Shelter to recruit employees. It is anticipated that many new employees will already be residents of the neighborhood around the site, and thus be able to walk or take a bus to work.
7. After an initial test period, if it is found that there is a regular surplus on site of more than 20 spaces, these spaces will be made available on a monthly contract basis to outsiders.

It is anticipated that these measures will be quite effective in reducing site parking requirements related to On-Site Sourcing's operations.

### Proposed Site Improvements

It is recommended that On-Site Sourcing implement Option 3 above. This would provide 121 parking spaces, including 23 on-street spaces that do not currently exist. This number is in excess of On-Site Sourcing's actual needs based on its employee profiles, but would allow some flexibility in future use of the space reserved for client use.

This parking program would result in a number of site improvements on the three sides of the building facing North Henry, Madison, and North Fayette Streets. These include changes to circulation, location of parking spaces, repaving certain surfaces, and making substantive improvements to site landscaping, including the installation of trees along Madison Street and tree wells or a planting strip along North Fayette Street. On-Site Sourcing will also repaint the building and improve the appearance of the rear of the structure on North Fayette Street facing residential units. The corner of the property closest to "The Lofts" residential project under development will receive special landscape treatment.

**Table 3. Proposed Site Improvements**

#### *N. Henry Street*

- Add two islands at either end of existing parking rows on inside of site; landscape islands
- Improve existing planting islands at entrances -- remove weeds, add plantings

#### *Madison Street*

- Eliminate existing parking
- Make circulation one-way
- Install curb (reduce existing curb cut by half)
- Install planting strip along Madison Street property line; plant trees, hedge. Width of drive aisle at Henry and Madison is sufficient for a turning movement.
- Beautify corner closest to proposed new housing (The Lofts)

#### *N. Fayette Street*

- Install curb and gutter along street
- Allow cars to park on street
- Remove existing concrete and install tree wells or planting strip adjacent to street
- Install/improve sidewalk
- Install edge treatment between sidewalk and drive aisle
- Repave to smooth surface over existing asphalt and railroad tracks
- Clean up back of building
- Relocate dumpsters to less obvious position
- Loading docks will only be available at the northernmost and southernmost bays

### *Overall Site*

- Repaint existing building
- Improve window treatment on North Henry Street (former Carpenters Shelter bays)

With these changes, the site under On-Site Sourcing's ownership and management will become a major improvement in the neighborhood.

### Timing of Improvements

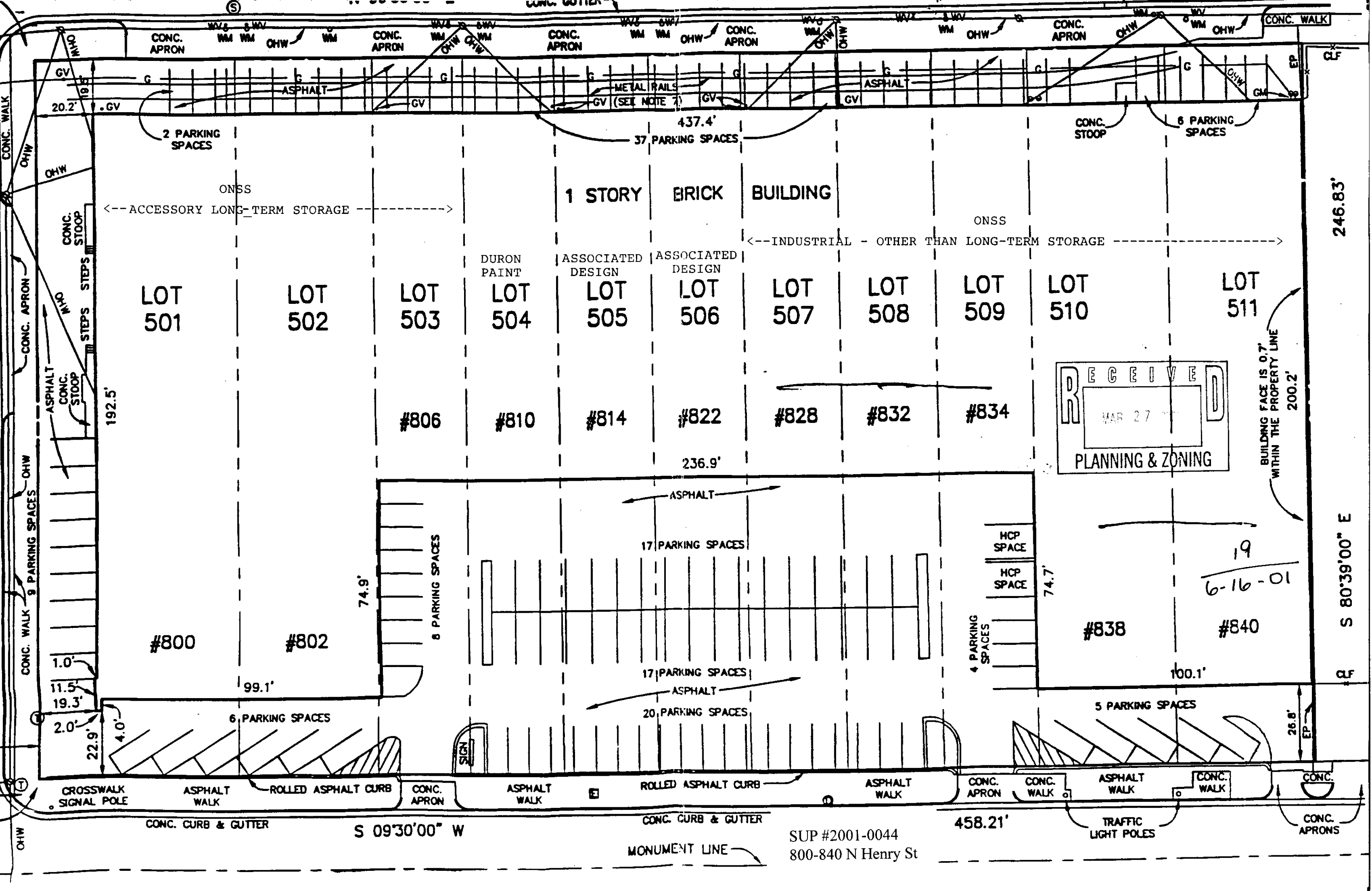
The site improvements along Henry and Madison Streets can be completed within one year of On-Site Sourcing's occupancy of the building. The company plans to have the building re-painted this summer. Improvements to the lot facing N. Henry Street and Madison Street would be made in the fall of 2001, and landscaping either in the fall or spring 2002. Improvements along N. Fayette Street could be completed in 2003.

### Summary and Conclusions

On-Site Sourcing's employees are already heavy users of transit alternatives to the single-occupant vehicle. Based on a current survey of their commuting patterns, the company's employees will need only 67 parking spaces at initial occupancy. These commuting patterns are expected to continue when the company relocates from the Rosslyn Metro Station area to this site adjacent to the Braddock Road Metro Station. Two current tenants require 24 spaces for a total site requirement of 91 spaces in September 2001.

The site can provide at least 97 parking spaces, and possibly 118 if new on-street spaces are counted. These spaces can be provided while still removing most of the existing parking along Madison Street and adding substantial amounts of landscaping. On-Site Sourcing is proposing additional beautification of the site including repainting the building and resurfacing asphalt sections in poor condition. It is also providing a package of incentives for continued use of alternatives to the automobile.

The site can accommodate the occupants' parking needs.



ONSS  
---ACCESSORY LONG-TERM STORAGE---

ONSS  
---INDUSTRIAL - OTHER THAN LONG-TERM STORAGE---

RECEIVED  
MAR 27  
PLANNING & ZONING

SUP #2001-0044  
800-840 N Henry St

#19

6/16/01

19  
6-16-01

My name is Mariella Posey and I live at 915 Second Street. I'm here as an individual, not as a representative of the NorthEast Citizens' Association.

I normally would not speak in support of a request for a reduction in off-street parking, but after reading the staff report and the conditions of the application, I find I agree with the staff's analysis that "the reuse of this site could have positive results for the City if the new owner can provide sufficient parking, improve the appearance of the site, and enhance its location."

Conditions 3 and 20 appear to be sufficient for future review of the site and the enhancements to the site go hand in hand with some of the Braddock Area Team's ideas for revitalization of this area.

This applicant really needs to be commended for agreeing to participate in the Metrocheck program and the other provisions to encourage his employees to use public transportation and I was really pleased to see that he has agreed to work with the Carpenters Shelter and the City's Joblink program to help provide jobs for Alexandrians who are in need of employment. .

I urge your to support this application.

Thank you.



# SPEAKER'S FORM

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

19  
6-16-01

DOCKET ITEM NO. 19

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

1. NAME: Mary Catherine Gibbs
2. ADDRESS: 307 W. Washington St.
3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF? On-Site Sourcing
4. WHAT IS YOUR POSITION ON THE ITEM?  
FOR: X AGAINST: \_\_\_\_\_ OTHER: \_\_\_\_\_
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 X NO \_\_\_\_\_

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 5 minutes will be allowed for your presentation. If you have a prepared statement, please leave a copy with the City Clerk.

Additional time, not to exceed 15 minutes, may be obtained with the consent of the majority of the Council present, provided that 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 Meetings. Public Hearing Meetings are usually held on the Saturday following the second Tuesday in each month; Regular Meetings are regularly held on the Second and Fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item 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.

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 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

- All speaker request forms for the public discussion period must be submitted by the time the item is called by the City Clerk.
- No speaker will be allowed more than 5 minutes, and that time may be reduced by the Mayor or presiding member.
- If more than 6 speakers are signed up or if more speakers are signed up than would be allotted for in 30 minutes, the Mayor will organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30-minute public discussion period.
- If speakers seeking to address Council on the same subject cannot agree on a particular order or method that they would like the speakers to be called, the speakers shall be called in the chronological order of their request forms' submission.
- Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

# SPEAKER'S FORM

19  
6-16-01

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

DOCKET ITEM NO. 19

*Didn't speak*

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

1. NAME: Harry P. Haas
2. ADDRESS: 307 N. Washington St.
3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF? On-Site Sourcing
4. WHAT IS YOUR POSITION ON THE ITEM?  
FOR: X AGAINST: \_\_\_\_\_ OTHER: \_\_\_\_\_
5. NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST, CIVIC INTEREST, ETC.):  
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APPLICATION for SPECIAL USE PERMIT # 2001-0044

PROPERTY LOCATION: 800-840 N. Henry St.  
NORTH POINT CENTER

TAX MAP REFERENCE: 054.01-03-06 ZONE: CRMU-H

APPLICANT Name: On-Site Sourcing

Address: 1111 N. 19<sup>th</sup> St., Suite 600, Arlington, VA 22209

PROPERTY OWNER Name: On-Site Sourcing

Address: 1111 N. 19<sup>th</sup> St., Suite 600, Arlington, VA 22209


PROPOSED USE: SUP for a Parking Reduction.

**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 notices 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.

Harry P. Hart  
Print Name of Applicant or Agent

  
Signature

HART, CALLEY, GIBBS & KARP, P.C.  
Mailing Address

(703) 836-5757 (703) 548-5443  
Telephone # Fax#

307 N. Washington St., Alex. VA 22314  
City and State Zip Code

March 27, 2001  
Date

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

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

ACTION - PLANNING COMMISSION: 6/5/01 Recommend Approval 7-0

ACTION - CITY COUNCIL: 6/16/01PH -- CC approved the Planning Commission recommendation.