

EXHIBIT NO. 1

16
5-15-04

Docket Item #25
DEVELOPMENT SPECIAL USE PERMIT #2003-0039
Pentagon Federal Credit Union

Planning Commission Meeting
May 4, 2004

ISSUE: Consideration of a request for a development special use permit, with site plan, for construction of an office building.

APPLICANT: Pentagon Federal Credit Union
By J. Howard Middleton, attorney

LOCATION: 2930 Eisenhower Avenue

ZONE: OCM-100/Office Commercial Medium

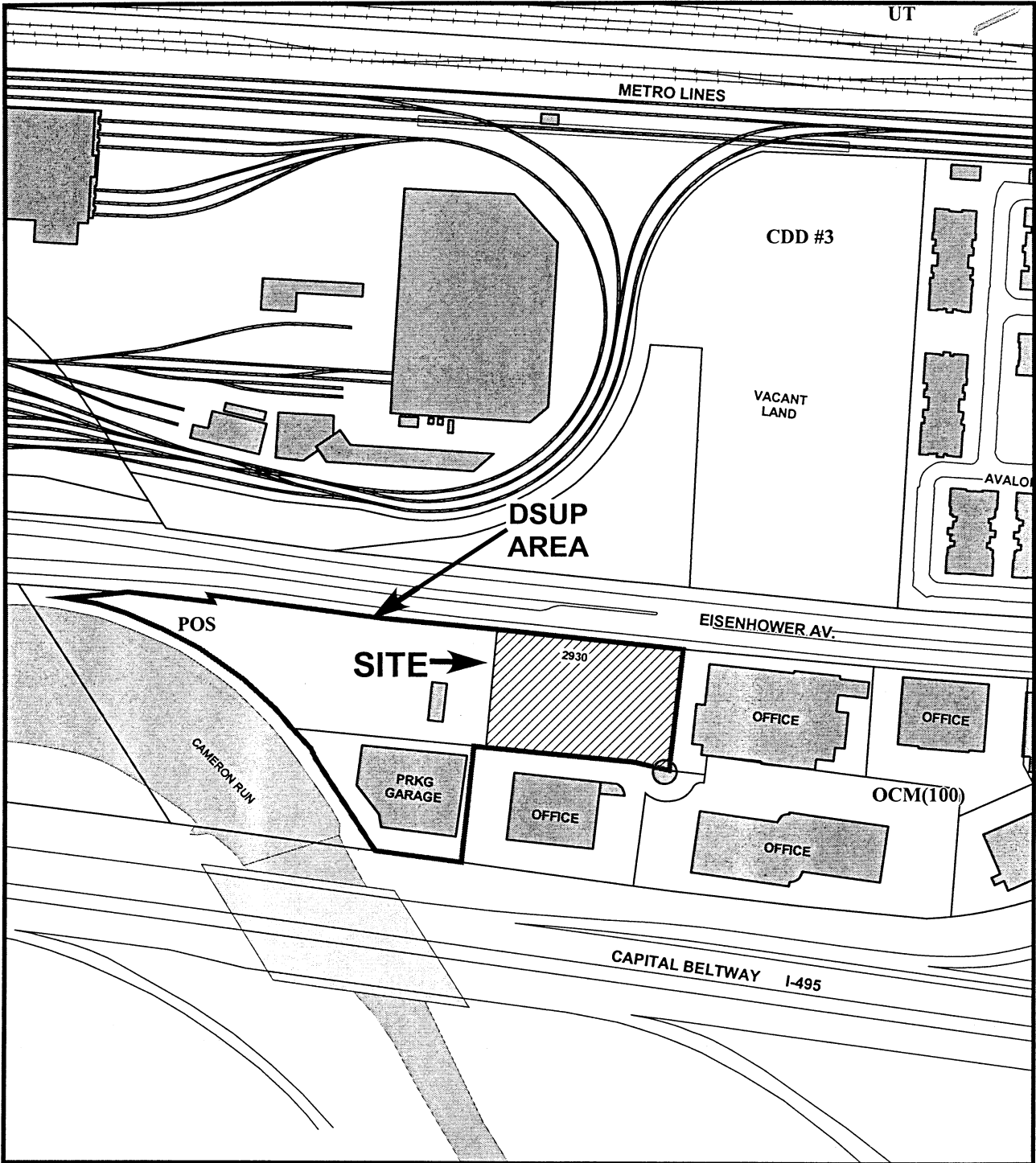
PLANNING COMMISSION ACTION, MAY 4, 2004: On a motion by Mr. Komoroske, seconded by Ms. Fossum, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations and an amendment to Condition #2. The motion carried on a vote of 6 to 1 with Mr. Dunn voting against the motion.

Reason: The Planning Commission generally agreed with the staff analysis.

Speakers

Howard Middleton, attorney, representing the applicant.

Sharon Hodges, Eisenhower Partnership, spoke in support of the application.



DSUP #2003-0039

05/04/04



I. EXECUTIVE SUMMARY:

A. Overview:

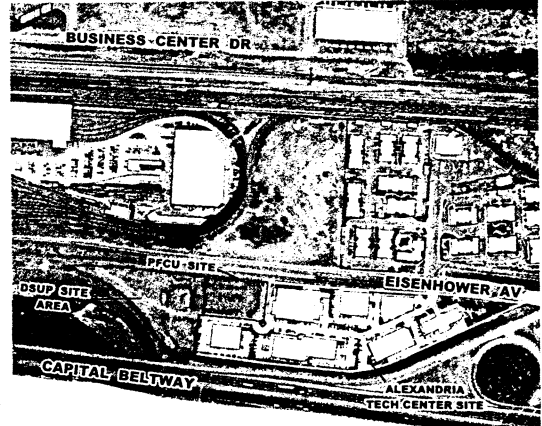
The applicant, Pentagon Federal Credit Union, is requesting approval of a development special use permit amendment for one (building V) of the two remaining office buildings (building V and building VI) that have not yet been constructed within the Alexandria Tech Center (ATC). The ATC development was initially approved in 1982. The proposed amendments to the current plan consist of the following:

- Revise the number of parking spaces under the current approved development special use permit from 658 to 768 spaces. The current Transportation Management Plan permits up to 768 parking spaces;
- Decrease building area from 125,000 sq.ft. to 74,926 sq.ft; and
- Decrease building height from 82 to 75 ft.

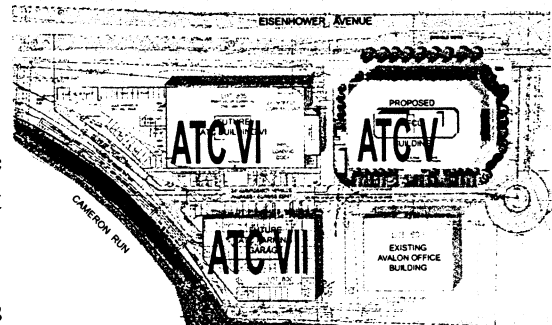
Other than the amendment to the parking and the decreased height, the proposal is generally consistent with the current development special use permit.

The proposed increase in parking has raised concerns with staff and the community as increases in parking are typically not supported by the City. To address these concerns to minimize the use of single occupancy vehicles and encourage mass transit, the applicant has agreed to provide aggressive incentives to include:

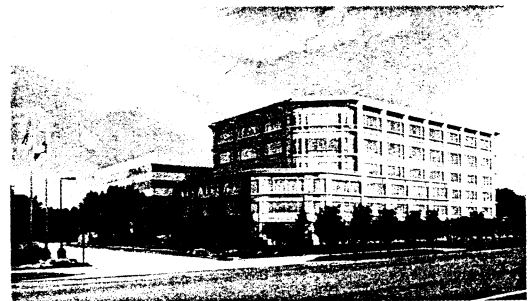
- Provision of a shuttle for the proposed building and the existing office buildings in the Alexandria Tech Center;
- Subsidizing vanpools and carpools;
- Promoting flexible work hours and telecommuting;
- Providing Flexcars and/or Zipcars; and
- Enhanced pedestrian and streetscape improvements.



Aerial View - Alexandria Tech Center



Proposed Development Site Plan



Northeast Elevation View

Given the reduction in building square footage, the revised traffic study identifies fewer vehicle trips with the proposed amendment. On balance, the reduction of 50,000 sq.ft. in usable building area, the requirements for a shuttle, enhanced building design, use of green building technology and enhanced open space and retention of an existing office use within the City, staff will recommend approval of this application.

B. Parking -Traffic:

The current approval for this site permits three buildings (ATC Building V, VI and VII), as depicted in the graphic. Building V and VI are office buildings and Building VII is an above-grade parking structure which has already been constructed. The two office buildings and parking structure are approved to have up to 658 parking spaces. The approved transportation management plan is approved to have up to 768 parking spaces. The applicant is requesting an amendment of the current development special use permit to permit the 768 parking spaces allowed by the transportation management plan as depicted in Table #1.

*Table #1
Parking Comparison*

	Current Number of Approved Parking Space	Current Number of Approval Parking Spaces in the TMP	Proposed Number of Parking Spaces
Building V ** (Proposed Amendment)	137	255	285
Building VI **	216	395	178
Building VII (Parking Garage) *	305	118	305
Total	658	768	768

* Parking Garage Constructed.

** Not Yet Constructed.

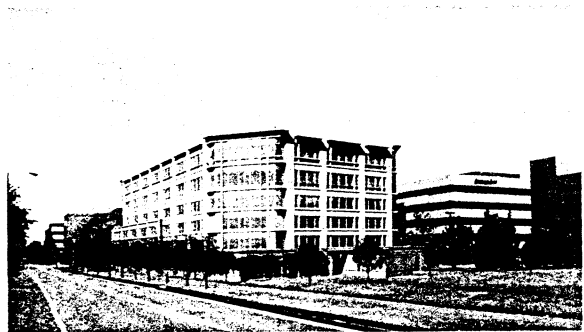
The traffic study prepared in 1998 for this site by BMI-SG was based upon the 768 parking spaces for ATC buildings V, VI and VII containing 252,300 square feet of office space. The estimated trip generation was 484 AM trips and 532 PM trips. The study determined that the proposed development would not adversely impact traffic flow on Eisenhower Avenue. As part of this application, an updated traffic study was prepared using the current East Eisenhower traffic figures. In comparison to the 1998, the current traffic study projects a 2010 LOS B in the AM and C in the PM at the adjoining intersection. The estimated trip generation for the current proposal is correspondingly reduced from 484 to 389 total trips during the AM peak hour, and from 532 to 428 total trips during the PM peak hour. This reduction of traffic by approximately 20 percent reflects

the 50,000 sq.ft. reduction in square footage of the proposed building. This updated analysis continues to show traffic operating at acceptable levels of service as this represents 6% of the peak hour capacity of the West Eisenhower traffic including projected traffic volumes from East Eisenhower Avenue.

One of the challenges for this project is to increase the mass transit use while decreasing the single occupancy vehicle usage given the commuting patterns of the employees. The employees within the Alexandria Tech Center and Pentagon Federal Credit Union reside in locations such as Stafford County, where access to mass transit is limited as discussed in more detail in the staff analysis. Therefore, staff is recommending that a shuttle be provided as a condition of approval of this amendment for the proposed building, but also the existing office buildings in the Alexandria Tech Center. In addition, staff is recommending that the applicant subsidize carpools, vanpools and promote flexible work hours and telecommuting. These measures are designed to reduce single occupancy vehicles and encourage mass transit, especially carpools and vanpools.

C. Building Design:

The additional parking spaces result in two additional above grade parking levels in addition to the one level of above grade parking under the current approval. The City has required that these above ground parking levels be screened with the same materials and details as the remainder of the building, including windows so that these levels will not be distinguishable as parking.



*Northwest Elevation View
Showing Screened Parking*

The City also required increased ceiling height for the first floor parking. This will allow for future expansion of office space and potential reduction of approximately 20 to 25 parking spaces. The applicant has worked with staff to create a higher quality building design than what is currently approved for the office building, including the use of quality materials such as precast and punched windows.

D. Community:

The applicant and staff met with community representatives of Carlyle Eisenhower Civic Association, Cameron Parke Home Owner Association and the Eisenhower Partnership. The community expressed general support for the proposal and raised issues concerning:

- Increased amount of parking allowed under the current TMP was greater than desired for East Eisenhower Avenue; and
- There needed to be significantly enhanced pedestrian circulation.

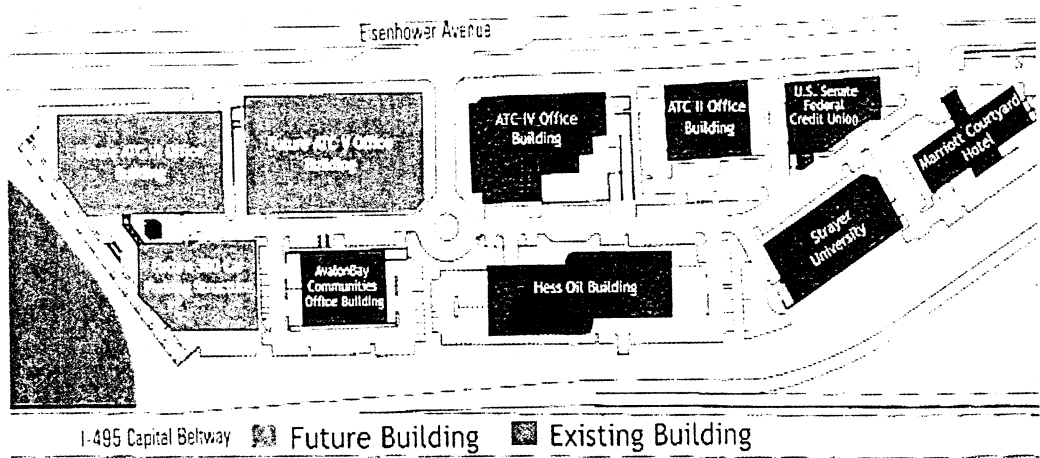
Staff is recommending conditions that a shuttle, vanpools, on-site and off-site pedestrian improvements and discounts for transit be provided to address these concerns.

E. Staff Recommendation:

Staff recommends approval of the proposed amendment with the conditions as outlined in the report.

II. BACKGROUND - HISTORY:

The applicant is requesting approval to amend the current approved development special use permit for one of the last two buildings within the Alexandria Tech Center (ATC) site. The site is located within the 13.82-acre ATC site located at 2700-2960 Eisenhower Avenue, adjacent to Cameron Run Channel to the west, the Capital Beltway to the south, and Telegraph Road to the east. The site is accessed from several private roads connecting to Eisenhower Avenue and Telegraph Road. There are seven existing buildings currently constructed within the ATC.



Existing Alexandria Tech Center Site Plan

*Table #1
 Alexandria Tech Center Existing Built Development*

BUILDING	FLOOR AREA (SQ.FT.)	PARKING PROVIDED
Marriot Courtyard Hotel	98,242	125 spaces
Strayer College/ATC 1	41,775	102 spaces
ATC Plaza	14,867	72 spaces
ACT II	45,918	102 spaces
Akridge/Statoil	120,000	264 spaces
ATC III	61,224	137 spaces
ATC IV	77,154	149 spaces
TOTAL	459,180	951 spaces

This site initially received development special use permit approval in 1998 to construct approximately 252,300 sq.ft. of office space in three buildings (ATC V, VI and VII) and a total of 768 parking spaces. A transportation management plan was also approved in 1998 for 768 vehicles at the site.

In May 1999, City Council approved an amendment (DSUP#99-0016) to:

- Reduce the total amount of floor area permitted from 252,300 sq.ft. of office to 250,000 sq.ft.
- To decrease the total amount of parking provided by 110 spaces, from 768 spaces to 658 spaces.

A comparison of the current approved development special use permit and the proposed amendment are depicted in Table #2. The applicant's request is to restore the amount of parking initially approved in 1998, to be consistent with the amount approved in the current transportation management plan.

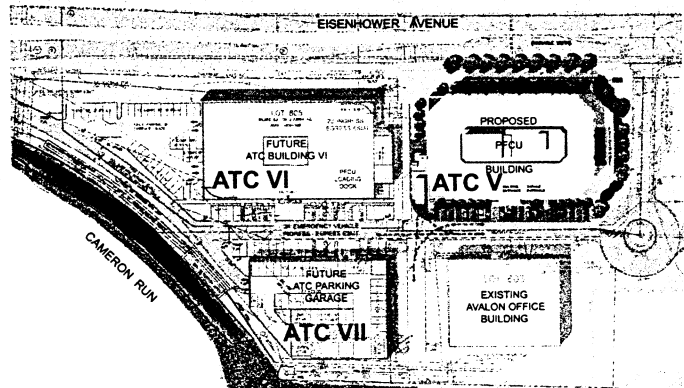
*Table #2
Current Development Special Use Permit Approval For The Site (DSUP#99-016)*

Building #	Approved Building Height	Proposed Building Heights With Amendment	Approved Floor Area	Proposed Floor Area With Amendment	Approved Parking	Proposed Parking With Amendment
V (PFCU)	82'	75'	125,000	74,926	137	285 Spaces
VI (Future)	82"	82'	125,000	125,000	216	178 Spaces
VII (Garage)	40'	40'	N/A (garage)	N/A (garage)	305	305 Spaces
Total			250,000		658	768

III. PROJECT DESCRIPTION:

Building V

The site is zoned OCM(100), office commercial medium. The site is currently occupied by a surface parking area. The proposed building is the future headquarters for the Pentagon Federal Credit Union which will relocate from its current location at 1001 North Fairfax Street in Old Town Alexandria. The proposed 75-foot, seven-story building



ATC V, VI and VII Site Plan

will contain one level of subsurface parking and three levels of above-grade structured parking. Three levels of office space will be located above the structured parking. The building will have a total of 74,926 sq. ft. of office space. The main entrance to the building and the garage entrance are on the south facade of the building. The garage will contain a total of 269 spaces, with 16 surface spaces located on the south side of the building.

The proposal will provide an 8 ft. wide concrete pedestrian walkway at the southern portion of the site, a 6 ft. wide concrete pedestrian walkway at the eastern portion of the site, and a proposed 10 ft. wide concrete sidewalk-trail connection at the northern portion of the site along Eisenhower Avenue. The proposal will also provide a bus shelter at the intersection of Eisenhower Avenue and the private access street.

IV. ZONING:

The zoning characteristics of the proposed development are summarized in the table below:

PENTAGON FEDERAL CREDIT UNION		
Property Address:	2930 Eisenhower Avenue Alexandria Tech Center, Building V	
Project Site Area:	55,986 sq ft (1.28 acres)	
Total Site Area:	601,999 sq ft (13.82 acres)	
Zone:	OCM(100) Office Commercial Medium Zone	
Current Use:	Surface Parking Lot	
Proposed Use:	Commercial Office Building with structured parking garage	
	<u>Permitted/Required</u>	<u>Proposed</u>
Floor Area	83,979 sq feet	74,926 sf
FAR	1.50	1.34
Yards	N/A	N/A
Height	100' (150' w/SUP)	75'
Open Space	N/A	N/A
Parking	1 space per 475 sq ft = 145 spaces	269 garage spaces <u>16 surface spaces</u> 285 spaces + 2 loading spaces

V. STAFF ANALYSIS:

The proposed amendment to the current plan raises three issues:

- Amount of parking and its impact on traffic;
- Incentives to discourage single occupancy vehicles; and
- Need for enhanced pedestrian access and circulation.

The applicant is proposing an increased amount of parking which is typically not supported by the City. To address the concerns by both staff and the community, the applicant has agreed to participate in the creation of an on-site shuttle for all of the office buildings of the Alexandria Tech Center (ATC). The shuttle for the entire ATC office park has the potential to reduce the number of vehicle trips and enhance access to the adjoining Eisenhower metro station. The proposed application provides an opportunity for the City to achieve the following:

- Vanpools, carpool, flexcars and telecommuting;
- Pedestrian and streetscape enhancements;
- Screening of the exposed parking on Eisenhower Avenue; and
- Incorporation of green and sustainable building materials;

Given the on-site and off-site enhancements, building enhancements, provision of an on-site shuttle, and subsidies for vanpools and carpools etc., and potential traffic reductions, staff supports the proposed amendment.

A. Parking:

The increase in the number of parking spaces for Alexandria Tech Center V essentially restores parking that had been approved in 1998, but was subsequently eliminated in the amendment in 1999. The applicant is now proposing to provide the amount of parking spaces initially approved in 1998.

*Table # 3
 Current and Proposed Parking*

	Parking spaces allowed under original DSUP 98-0007	Parking spaces allowed by DSUP 99-0016	Parking spaces proposed under this amendment
Building V -PFCU	255	137	285
Building VI	395	216	178
Building VII (Garage)	118	305	305
Totals	768	658	768

The difficulty with significantly increasing metro use with this site (at least in the short term) is the fact that within Alexandria Tech Center, only 1% of the employees are residents of the City. The remainder of the employees of the office buildings reside in Maryland (primarily Prince Georges County) and in Virginia counties such as Prince William and Stafford. Pentagon Federal Credit Union has a comparable number of employees that reside in locations outside the City where access to metro service is limited as depicted in table # 4.

*Table # 4
Employee Residency*

Employee Residency	Number of Employees
Alexandria	3
Northern Virginia	202
District of Columbia	15
Maryland	94
TOTAL	325

While use of the metro is limited due to the current commuting patterns, there are mechanisms such as an on-site shuttle, vanpools, telecommuting etc., that can be used to discourage single occupancy vehicles.

Provisions to Discourage Single Occupancy Vehicles:

While the applicant was not required to amend the TMP with this application, staff is recommending new conditions as part of the development special use permit to discourage single occupancy vehicles that include the following:

- Provision of a shuttle for use by the proposed office building but also the other existing office buildings within the Alexandria Tech Center;
- Vanpools and Carpools;
- Participate in the Flex Car and Zip car program for employees;
- Promote flexible hours and telecommuting; and
- The applicant will be providing approximately \$75,000 to Affordable Housing Trust fund to enable affordable housing to enable additional opportunities for employees to live closer to work.

The applicant is also required to contribute \$8,718 to the existing TMP for the Alexandria Tech Center. This amount is comparable to other recent office buildings such as Mill Race and Mark Center that were \$0.11/net sq.ft. and \$0.1267/net sq.ft. respectively.

B. Traffic:

The traffic study prepared in 1998 for the site was based upon the 768 parking spaces and a building square footage of 125,000 sq.ft. The applicant's request to increase parking from 658 spaces to 768 spaces is consistent with the traffic and parking analyses that was submitted in 1998 for the Alexandria Tech Center Office Park. The findings of the updated traffic information provided as part of this application conclude that:

- The building reduction of 50,000 sq.ft. will result in slightly fewer daily trips,
- The projected traffic is comparable with the previously approved TMP,
- No additional traffic impacts result from the proposed increase in parking spaces, and
- The project traffic analyses findings were consistent with the 2002 East Eisenhower Valley Traffic Study.

The 1998 traffic study projected approximately 430 total peak hour trips in the morning and the evening and a level of service (LOS) B-C for the adjoining intersections on Eisenhower from the Alexandria Tech Center site at full build-out. As part of this application, the applicant submitted an updated traffic study using the current East Eisenhower traffic study. In comparison, the traffic study projects a 2010 LOS of B in the AM and C in the PM at this intersection.

The current proposal reduces the combined sizes of buildings V, VI and VII from 252,300 square feet, as approved in 1998, to 202,926 square feet. The estimated trip generation for the current proposal is correspondingly reduced from 484 to 389 total trips during the AM peak hour, and from 532 to 428 total trips during the PM peak hour. This represents a reduction of approximately 20 percent in the site trip generation at buildout.

The 1998 traffic impact study for buildings V, VI and VII concluded that project buildout as then proposed would not adversely impact traffic flow on Eisenhower Avenue and that the nearby signalized intersection of Eisenhower Avenue and Mill Road would operate at Level of Service (LOS) B and C during the AM and PM peak hours, respectively. Following reviews of the 1998 Alexandria Tech Center Traffic Impact Study and the 2002 East Eisenhower Valley Traffic Study prepared in conjunction with the Eisenhower East Small Area Plan, the applicant's traffic consultant concluded that the 1998 study findings remained valid for the current proposal. Based on the current development plan, the signalized intersection of Eisenhower Avenue and Mill Road is still expected to operate at LOS B and C during the AM and PM peak periods, respectively.

C. Pedestrian and Streetscape:

To enhance the pedestrian environment and encourage more pedestrian activity and better accessibility to mass transit, staff is recommending the following:

- Replacement of existing 10' asphalt trail along the Eisenhower frontage to function as a continuation of the bike and pedestrian trail-sidewalk with concrete;

- Safety improvements to the parking garage area;
- Pedestrian crosswalk enhancements at the Eisenhower Avenue intersection;
- Improved site lighting;
- Relocation of bus shelter;
- Improved streetscape and landscaping including street trees and landscaped open areas; and
- Provision of a pedestrian plaza with seating and decorative paving on Eisenhower Avenue.

In addition, as part of this application, the applicant is contributing \$82,419 to Eisenhower Avenue Improvement Fund, in addition to the on-site and off-site improvements required as part of the special use permit. Staff is recommending that this amount be used solely for pedestrian, streetscape and landscaping adjacent to this site along Eisenhower Avenue. This amount will enable street trees on Eisenhower Avenue adjacent to the site, trees within the Eisenhower median and significant pedestrian enhancements such as pedestrian count down signals, crosswalks etc. In addition, a recommendation of approval is that the applicant provide a decorative pedestrian plaza in front of the building on Eisenhower Avenue that will enhance the streetscape but also provide an area for pedestrians adjacent to Eisenhower Avenue. These proposed open space improvements actually provide for a more pedestrian friendly environment than what is currently approved for the site.

In addition to the on-site and off-site requirements of the applicant, the City is currently undertaking trail improvements to widen existing portions of the trail to 10 feet along portions of Eisenhower Avenue. A pedestrian connection between the building entrance and the existing 8' wide asphalt trail along Eisenhower Avenue is currently proposed.

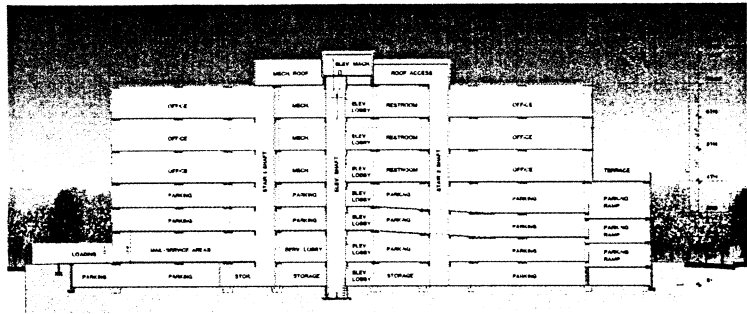
D. Building Design

The applicant has worked to incorporate elements into the building such as more traditional window patterns and high quality masonry materials (precast concrete) that will be more compatible with the design and quality of the adjoining buildings, including East Eisenhower. The building now incorporates a clear “base, middle and top” which is the basis of traditional building design and reduces the perceived scale of the building.



Southwest/Interior Elevation View

Another fundamental design difference is that the building will appear to front on Eisenhower Avenue and engage the adjoining public street rather than the current building design that has exposed parking at the first level and the facade on Eisenhower is the rear of the building.



Building Section Showing Above Ground Parking

In addition to the number of parking spaces, one of the issues raised by the current proposal is that the increased number of parking spaces equals an increase in the number of above-grade parking levels from one to three. The currently approved single level of above-grade parking is not screened and would appear as parking from Eisenhower Avenue and the remaining sides of the building. Under the current proposal, staff is recommending that each level of the parking garage provide the same level of architectural treatment and detail of as the remainder of the building to screen the parking from the adjoining streets.

Overall, the massing of the building is simple and restrained—a rectangular plan with diagonal corners—but the corners are articulated in a more open way which allow the building to act as a strong entry element at the entrance to the office park. The relative complexity, detail and quality materials of the exterior of the building will enable a high-quality design that is very visible on Eisenhower Avenue.

E. Green Building Technology

The applicant is utilizing and specifying several aspects for designing and constructing a green building. Green features will include natural vegetation, limited paved parking areas, contained non-toxic or recycled-content building materials, maintained good indoor air quality, efficient use of water and energy, natural lighting, recycling facilities throughout, access to public transportation, flexible interiors, and recycling of construction waste. A recommendation of approval is that the applicant incorporate these elements as part of the building design.

VI. STAFF RECOMMENDATION:

Staff recommends approval of the proposed amendment contingent upon the numerous conditions regarding building design, streetscape and pedestrian improvements, off-site improvements and additional conditions to encourage vanpools, carpools etc. and an on-site shuttle.

STAFF: Eileen Fogarty, Director, Department of Planning and Zoning;
Jeffery Farner, Chief, Development;
Gregory Tate, Urban Planner;
Rasheda Dupree, Urban Planner.

VII. STAFF RECOMMENDATION:

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

(Conditions of DSUP #99-0016 are included as an attachment to this report)

A. BUILDING DESIGN:

1. The massing, articulation and general design of the building shall be generally consistent with the drawings and renderings dated March 25, 2004. The final design of the building shall be revised to incorporate the following to the satisfaction of the Director of P&Z.
 - a. The building shall be constructed entirely of masonry (brick, precast, stone) materials for the facade, except for screening of the mechanical equipment;
 - b. The facade treatment for the parking structure floors shall be concealed by high quality building materials as utilized on the upper occupied floors, which shall at a minimum consist of windows as generally depicted on the preliminary plans ;
 - c. Exhaust grill openings shall be of high quality metal painted or manufactured to be of a like color as the adjacent precast masonry materials as depicted on the photo montages dated March 25, 2004;
 - d. The final color of the precast treatment;
 - e. The proposed “eyebrow” canopy along the Eisenhower Avenue frontage shall project between 2' to 3' from the building face and be constructed of decorative metal or precast materials;
 - f. Provision of building mounted lighting appropriate to the size and character of the building, with smaller scale fixtures encouraged at the pedestrian level;
 - g. The color of the loading door shall match the adjacent wall material and shall be integrated into the surrounding facade to minimize its presence;
 - h. Facilities for all recyclables shall be located within the building;
 - i. The screening for the loading area shall be faced with materials to match the precast material for the building;
 - j. The garage vents shall be located and designed so that they do not exhaust at street level onto sidewalks; and
 - k. Non illuminated parapet signage in compliance with the zoning ordinance shall be permitted.

2. **CONDITION AMENDED BY PLANNING COMMISSION:** The applicant **is encouraged to investigate** shall incorporate the use of green building **techniques** technology and sustainable building materials and systems design and **to consider implementing certain of these techniques; provided that this condition shall not be construed to require the applicant to utilize any specific green building technique or sustainable building material and design** efficiency to the satisfaction of the Director of P&Z. (P&Z)(PC)

3. Modifications to building footprints, locations and/or other design features shall be permitted so long as the changes are generally consistent with this development plan approval, does not significantly impact designated tree planting areas, as determined by the Directors of P&Z, T&ES and PR&CA. (P&Z)
4. The applicant shall extend one of the stairways through the roof so that door access to the roof is provided. (Code Enforcement)
5. The colors and materials of signs shall be designed to be integrated into the architecture of the building and relate in materials, color and scale to the building.
 - a. All signs must comply with the zoning ordinance requirements;
 - b. Sign messages shall be limited to logos, names and street address information; and
 - c. No freestanding signs other than traffic/directional signs shall be permitted (P&Z)

B. PARKING:

6. The applicant shall provide a parking management plan to the satisfaction of the Directors of P&Z and T&ES. At a minimum the plan shall include the provisions proposed by the applicant and shall also provide the following:
 - a. The applicant shall provide discounted bus and transit fare media for all employees. The fare media should include Metrorail, Metrobus, DASH and other public transportation system fare media. The availability of the discounted fare media will be prominently advertised. The level of discount will be approved as part of the final parking management plan.
 - b. The applicant will promote the use of carpooling by employees by the provision of convenient carpool spaces within the parking structure. The applicant shall also designate clearly marked carpool and vanpool spaces.
 - c. The site shall be limited to a maximum of 285 parking spaces. The applicant shall be permitted in the future to eliminate up to 41 parking spaces on the first (ground floor) for the conversion of the space to office use(s) within the permitted floor area ratio of 1.5.
 - d. The applicant shall provide secure bicycle storage for employees within the parking structure. (P&Z)
7. The applicant shall provide off-street parking for construction workers without charge. Compliance with this condition shall be based on a plan, which shall be submitted to the Department of P&Z and T&ES prior to the issuance of the Excavation/Sheeting, and Shoring Permit. This plan shall set forth the location of the parking to be provided at various stages of construction, how many spaces will be provided, how many construction workers will be assigned to the work site, and mechanisms which will be used to encourage the use of mass transit. The plan shall also provide for the location on the construction site at which

information will be posted regarding Metro schedules and routes, bus schedules and routes. If the plan is found to be violated during the course of construction, a correction notice will be issued to the developer. If the violation is not corrected within ten (10) days, a "stop work order" will be issued, with construction halted until the violation has been corrected. (P&Z)

8. The parking spaces contained within the structured parking garage shall provide parking spaces and drive aisles that comply with the minimum dimension requirements of the zoning ordinance. (T&ES) (P&Z)
9. Clearly label all parking space dimensions, number and type of spaces and aisle widths. (P&Z)
10. Provide for a pedestrian plaza adjacent to the sidewalk-trail along Eisenhower. The plaza shall be aligned generally with that portion of the building where the proposed facade projections are located. At a minimum, the area may be designed with decorative paving, specialized landscaping, pedestrian amenities, a focal element such as a sculpture or flag pole(s) or other features is encouraged, to the satisfaction of the Directors of P&Z and PR&CA. (P&Z)

C. PEDESTRIAN CIRCULATION - STREETS :

11. On the final site plan, provide an overall pedestrian circulation plan. Revise the site plan to provide for improved pedestrian circulation and environment by implementing the following changes to the satisfaction of the Director of P&Z.
 - a. The proposed 10 ft. wide asphalt path shall be replaced with a 10 ft. wide concrete sidewalk-trail along Eisenhower Avenue.
 - b. Provide transparent glass at the garage entrance walls and a raised pedestrian sidewalk to provide for enhanced pedestrian circulation and safety to the satisfaction of the Directors of P&Z and T&ES.
 - c. Provide a 6 ft. wide concrete sidewalk and 6 ft. wide landscape strip adjacent to the private entrance driveway on the eastern portion of the building.
 - d. The sidewalk on the southern portion of the building shall be extended to western property line adjacent to ATC VI.
 - e. Stamped concrete pedestrian crosswalks shall be provided at the entrance to the parking garage and the loading area on the southern portion of the building.
 - f. The controlled entrance to the parking garage shall be located in a way to not impede the adjoining sidewalk on the southern portion of the building. (P&Z)

12. The applicant shall dedicate a 10 ft. x 20 ft. easement for the relocation of the existing bus shelter. The bus shelter shall be reinstalled onto a concrete pad within the dedicated easement. The entire width of surface area in front of the bus shelter shall consist of concrete and connect to the adjoining concrete sidewalk between and to the curb to provide a bus loading platform. The applicant shall be responsible for the maintenance, repair and cleaning of the bus shelter. (T&ES)
13. Applicant shall provide \$850 to the Director of T&ES for the purchase and installation of one (1) city standard street can at the relocated bus shelter on Eisenhower Avenue. (T&ES)
14. Provide all pedestrian and traffic signage to the satisfaction of the Director of T&ES. (T&ES)
15. All private street signs that intersect a public street shall be marked with a fluorescent green strip to notify the plowing crews, (both City and contractor), that they are not to plow those streets. (T&ES)
16. Provide the direction of traffic and volumes at site entrances, exits and intersections. (T&ES)
17. Realign the handicap ramp with the crosswalk on the private street to the satisfaction of the Director of P&Z. (T&ES) (P&Z)
18. Dimension the radius of the proposed mountable curb return. (T&ES)
19. Show all existing and proposed easements, both public and private. (T&ES)
20. Replace existing curb and gutter, sidewalks, and handicap ramps that are in disrepair or broken. (T&ES)
21. Provide City standard pavement for emergency vehicle easements. (T&ES)
22. All driveway entrances and sidewalks in public ROW or abutting public ROW shall meet City standards. (T&ES)
23. Provide CSCG-1 on east side of private roadway. (T&ES)

D. LANDSCAPING - OPEN SPACE:

24. A revised landscape plan shall be provided with the final site plan to the satisfaction of the Directors of P&Z and RP&CA. At a minimum the plan shall provide the level and quality of landscaping depicted on the preliminary landscape plan and the plan shall also provide:
 - a. The perimeter street trees (located between the curb and the sidewalk-trail along Eisenhower Avenue) shall be Willow Oak and shall be a minimum of 3"- 4" caliper

- at the time of planting, planted approximately 25 to 30 ft. on-center. These trees shall be limbed up to a height of 12 ft. and pruned as the trees mature to minimize encroachment into the adjoining emergency vehicle easement.
- b. Provide five (5) additional street trees between the trail-sidewalk and curb on Eisenhower Avenue on the western portion of the site for a total of fifteen(15) street trees on Eisenhower Avenue between the sidewalk-trail and the adjoining curb.
 - c. Provide a double row of columnar trees on the eastern portion of the building. One row of trees shall be between the building and the sidewalk and the second shall be between the sidewalk and the curb.
 - d. Turf shall be provided for all grass ring/grass paver areas and all areas that are to be grass, including within the public right-of-way.
 - e. The open space adjacent to Eisenhower avenue shall be irrigated (excluding the areas within the public right-of-way).
 - f. The planting depth on top of the underground parking deck shall be appropriate to the plantings as determined by a registered landscape architect, for example a minimum of 4' of soil depth for trees with adequate drainage to support the trees as generally depicted on the preliminary plan.
 - g. Depict all utility structures, including transformers, on the final development plan. All utility structures (except fire hydrants) shall be clustered where possible and located so as not to be visible from a public right-of-way or property. When such a location is not feasible, such structures shall be located behind the front building line and screened.
 - h. Indicate crown coverage which denotes street trees under a separate tabulation.
 - i. 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.
 - j. 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.
 - k. Utility lines such as water, storm sewer and electric lines shall be located to minimize impacts on proposed street trees and open space.
 - l. The location of all light poles shall be coordinated with the street trees.
 - m. As trees mature they are to be limbed up as necessary to maintain traffic sign visibility. Trees are not to be planted under or near light poles.
 - n. No shrubs higher than three feet shall be planted within six feet of walkways.
 - o. All landscaping shall be maintained in good condition and replaced as needed. (P&Z) (RP&CA)

25. The applicant shall be obligated to construct additional pedestrian enhancements and landscaping adjacent to this site along Eisenhower Avenue at a cost not to exceed \$82,419., which shall constitute the applicant's contribution to the Eisenhower Avenue Improvement Fund. Such improvements to be constructed prior to the issuance of the Certificate of Occupancy for the building, at a cost to the applicant not to exceed \$82,419, which is to include the following , to the satisfaction of the directors of P&Z, T&ES and RP&CA:
- a. Installation of street trees within the Eisenhower median between Mill Road and Bluestone Road.
 - b. Installation of Willow Oak street trees between Mill Road and Bluestone Road.
 - c. Additional landscaping and trees adjacent to the stormwater channel adjacent to Eisenhower Avenue.
 - d. Pedestrian count down signals shall be provided for the pedestrian crosswalk on Eisenhower Avenue.
 - e. Sidewalk and pedestrian enhancements adjacent to the site.(P&Z)

E. SITE PLAN:

26. The emergency vehicle easement along west end of building shall be asphalt or concrete to the satisfaction of the Director of P&Z. (P&Z)
27. The underground parking garage vents shall be located at grade and be of a size and type to minimize the impact on open space and visibility from adjoining streets. (P&Z)
28. Before commencing any clearing or grading of the site, the applicant shall hold a meeting with all adjoining property owners including the Avalon apartments to review the hauling routes, location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction. The Departments of P&Z and T&ES shall be notified of the date of the meeting before the permit is issued. Copies of plans showing the hauling route, construction worker parking and temporary pedestrian and vehicular circulation shall be posted in the construction trailer and given to each subcontractor before they commence work on the project. (P&Z) (T&ES)
29. The site is located on marine clay areas as delineated on City map of marine clay areas. Provide geotechnical report including recommendations from a geotechnical professional for proposed cut slopes and embankments. (T&ES)
30. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)

31. Remove the sanitary sewer easement from the 8" sanitary lateral. (T&ES)
32. Add flow arrows to proposed storm sewer and sanitary sewer lines. (T&ES)
33. Label all proposed sanitary manholes. (T&ES)
34. Label all proposed features. (T&ES)
35. Provide information on the storm sewer outfall. Show the outfall pipe system. (T&ES)
36. Show the electrical and gas service lines to the building. (T&ES)
37. Correct the existing storm sewer information in Eisenhower Avenue. (T&ES)
38. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)
39. Show all existing and proposed street lights and site lights on site plan; provide information on type of fixture, mounting height and strength of fixture in Lumens, as well as manufacturers specifications for fixtures. Provide lighting calculations to verify that lighting meets the City Standards and are located to prevent excessive spillover lighting and glare from adjacent properties. The site lighting shall be to the satisfaction of the Directors of Planning and Zoning, and T&ES in consultation with the Chief of Police. (T&ES) (P&Z)
40. The applicant shall identify a person who will serve as liaison to the community throughout the duration of construction. The name and telephone number of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site, and to the Directors of P&Z and T&ES. (P&Z)(T&ES)
41. Consult with the Crime Prevention unit of the Alexandria Police Department regarding security measures for the construction trailers prior to the commencement of construction. (Police)

F. ENVIRONMENTAL:

42. Provide a pre and post development drainage area map. (T&ES)
43. The stormwater collection system is part of the Cameron Run watershed. All on-site stormwater curb inlets and public curb inlets within 50 feet of the property line shall be duly marked to the satisfaction of the Director of T&ES. (T&ES)

44. All driveway entrances and sidewalks in public ROW or abutting public ROW shall meet City standards. (T&ES)
45. 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)
46. 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)
47. Provide a drainage map for the area flowing to the chosen stormwater Best Management Practices (BMPs), including topographic information and storm drains. (T&ES)
48. The stormwater Best Management Practices (BMPs) required for this project shall be constructed and installed under the direct supervision of the design professional or his designated representative. Prior to release of the performance bond, the design professional shall submit a written certification to the Director of T&ES that the BMPs are:
 1. Constructed and installed as designed and in accordance with the approved Final Site Plan.
 2. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized. (T&ES)
49. The surface appurtenances associated with the on-site structural stormwater Best Management Practices (BMPs) shall be marked to the satisfaction of the Director of T&ES to identify them as part of a structural BMP system. (T&ES)
50. For any surface-installed stormwater Best Management Practice (BMP), 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 T&ES. (T&ES)
51. Prior to approval of the final site plan, and as reviewed as part of the second final, the applicant shall execute, submit and appropriately record in the land records, a maintenance agreement with the City for the stormwater quality Best Management Practices (BMP's). (T&ES)

52. The applicant shall furnish the owner(s) with an Owner's Operation and Maintenance Manual for all the Best Management Practices (BMPs) used on site. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. Prior to release of the performance bond, a copy of the Operation and Maintenance Manual shall be submitted to the City on a digital media. (T&ES)
53. Prior to release of the performance bond, the applicant is required to submit a certification by a qualified professional to the satisfaction of the Director of T&ES that the existing stormwater management facility adjacent to the project and associated conveyance systems were not adversely affected by the construction and that they are functioning as designed and are in a condition similar to prior to construction began. If maintenance of the facility or systems were required in order to make this certification, provide a description of the maintenance performed. (T&ES)
54. Plan does not indicate whether or not there are any known soil and groundwater contamination as required with all preliminary submissions. Should any unanticipated contamination or underground storage tanks, drums and containers are encountered at the site the applicant must immediately notify the City of Alexandria Department of Transportation and Environmental Services, Division of Environmental Quality. (T&ES)
55. 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)
56. 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)

57. The developer agrees to deliver all solid waste, as defined by the Code of the City of Alexandria, to a refuse disposal facility designated by the Director of T&ES. The developer further agrees to stipulate in any future lease or property sales agreement that all tenants and/or property owners shall also comply with this requirement. (T&ES)

H. MISCELLANEOUS:

58. Any inconsistencies between the various drawings submitted by the applicant shall be reconciled to the satisfaction of the Directors of P&Z and T&ES. (P&Z)
59. The applicant shall submit a final location survey for the building and the interior of the parking garage prior to issuance of the certificate of occupancy permit for the building. (P&Z)
60. A temporary informational sign shall be installed on the site prior to approval of the first final site plan for the project and shall be displayed until construction is complete or replaced with a marketing sign incorporating the required information: the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project. (P&Z)
61. 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)
62. 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)

I. HOUSING:

63. In accordance with the City's Affordable Housing Policy, the applicant shall make a contribution to the City's Housing Trust Fund of \$1.00 per gross square foot of new building area (see definition of gross square footage provided in the Developer Checklist). The applicant shall pay the contribution to the City prior to the issuance of the certificate of occupancy. (Housing)

J. TRANSPORTATION MANAGEMENT PLAN:

64. A TMP Coordinator (TMPC) shall be designated for the Pentagon Federal Credit Union building. The name, address and telephone number of the TMP Coordinator shall be kept on file with the Office of Transit Services and Programs (OTS&P). The Coordinator shall maintain an on-site office building and be responsible for establishing and administering the Transportation Management Plan.
65. This development shall have a goal of promoting transit and ridesharing and discouraging the use of single occupancy vehicles. The goal of this development shall be transit, ridesharing, and teleworking use of a minimum of 20% out of the total number of employees of the development during the peak time period. Modifications to approved TMP activities shall be permitted upon approval by the Director of T&ES and P&Z, provided that any changes are consistent with the goals of the TMP. (P&Z) (T&ES)
66. At full occupancy of the building, a survey of employees shall be conducted to determine the number of employees, their place of residence/employment, modes of transportation, arrival and departure times, willingness and ability to use carpooling and public transit, and such additional information as the City may require. This survey will be conducted annually and will become the basis of the Annual Report. Information obtained will be subject to the security requirements of each tenant.
67. The applicant shall provide annual reports to OTS&P including an assessment of the effects of TMP activities on carpooling, vanpooling, transit ridership and peak hour traffic; an accounting of receipts and disbursements of the TMP account; and a work program for the following year. This report, and each subsequent report, shall identify, as of the end of the reporting period, the number of square feet of commercial floor area and, if available, the actual number of employees occupying such space.
68. Semiannual reports on the receipts and disbursements of the TMP accounts shall be provided using the City's standardized reporting procedures.
69. The applicant shall promote the use of transit, carpooling/vanpooling and participation in the staggered work hour program and other components of the TMP with the employees of the building.
70. The applicant shall monitor and enforce the use of reserved parking spaces for carpools and vanpools for the office.
71. The applicant shall participate with other projects in the vicinity of the site and OTS&P in the mutually agreed upon cooperative planning and implementation of TMP programs and activities, including the provision of enhanced bus service.

72. The applicant shall administer the staggered work hour program for office workers including the promotion of the program among existing and prospective employees, the registration of staggered work hour participants, issuing stickers and/or electronic cards to verify vehicles participating in the program and monitoring the program.
73. The applicant shall work with the OTS&P and with WMATA and DASH to promote and, as appropriate, to improve bus services to and from the site, including determination of safe and convenient bus stop locations.
74. The applicant shall fund at an annual rate of \$0.1267 per net occupied square foot of commercial space to a transportation account to be used exclusively for the following TMP activities:
 - a. participation in a shuttle service for the Alexandria Tech Center;
 - b. discounting the cost of transit fare media for on-site employees;
 - c. marketing and promotional materials to promote the TMP or any other TMP activities as are described in the TMP or as may be proposed by the applicant and approved by the Director of T&ES. The shuttle bus service shall take priority over all other use of such TMP funds. The annual rate shall be increased by a rate equal to the rate of inflation for the previous year, unless a waiver is obtained from the Director of T&ES. To the extent that the requirements of this TMP impose financial obligations on the applicant, such obligations shall be fulfilled through expenditures from the TMP fund created pursuant to this Paragraph, to the extent funds are available therein, subject to the terms of this Paragraph.

As determined by the Director of T&ES, any unencumbered funds remaining in the TMP account at the end of each reporting year may be either reprogrammed for TMP activities during the ensuing year or paid to the City for use in transit and/or ridesharing programs and activities.

75. The applicant shall prepare, as part of its employment procedures, appropriate language to inform employees of the Transportation Management Plan program; such language to be reviewed and approved by the City Attorney's Office.
76. The applicant shall provide ten (10) employee bicycle parking spaces and four (4) visitor spaces, two (2) showers per gender and ten (10) lockers per gender to the satisfaction of the Director of T&ES. The lockers shall be accessible to all tenants of the building to the direction of the Director of T&ES.

77. Information about all transit, ridesharing, and other TMP elements shall be distributed and displayed to employees--including transit schedules, rideshare applications and information, incentive information, parking information, etc. This information shall be kept current. Displays of these brochures and applications shall be provided in prominent locations within the building and a web site with this information and appropriate links to transit providers will be provided and maintained.
78. A ridesharing program shall be established that includes not only participation in the regional Metropolitan Washington Council of Governments Commuter Connections Program, but also site-specific matching efforts.
79. A Guaranteed Ride Home Program shall be established and promoted as part of the ridesharing and transit marketing efforts.
80. Participate in car share program as part of the ridesharing and transit marketing efforts, at no expense to the applicant. Subject to the security requirements of the building, at a minimum at least two parking spaces should be reserved for the location of carshare vehicles. These spaces should be in a convenient location for employees and the TMP Coordinator will arrange with any of the carshare companies for placement of vehicles in the building. [Currently, Zipcar and Flexcar both have vehicles in the Alexandria area.]
81. Strategies shall be implemented to encourage group riding. The building owner shall promote ridesharing and transit use to employees by displaying ridesharing promotional material in the building and providing computerized ridematching services to the employees.
82. The applicant shall participate in Ozone Action Days and other regionally sponsored clean air, transit, and traffic mitigation promotions by advertising such promotions in a manner and at such locations within the building acceptable to the developer.

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- C-1 Bond for the public improvements must be posted prior to release of the plan.
- C-2 All downspouts must be connected to a storm sewer by continuous underground pipe.
- C-3 The sewer tap fee must be paid prior to release of the plan.
- C-4 All easements and/or dedications must be recorded prior to release of the plan.
- C-5 Plans and profiles of utilities and roads in public easements and/or public right-of-way must be approved prior to release of the plan.
- C-6 All drainage facilities must be designed to the satisfaction of T&ES. Drainage divide maps and computations must be provided for approval.
- C-7 All utilities serving this site to be placed underground.
- C-8 Provide site lighting plan to meet minimum city standards.
- C-9 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- C-10 The applicant must comply with the Article XIII of the City's zoning ordinance, which includes requirements for stormwater pollutant load reductions, treatment of the water quality volume default, and stormwater quantity management.
- C-11 The applicant must comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. This includes naming a Responsible Land Disturber on the Erosion and Sediment Control sheets prior to engaging in land disturbing activities in accordance with Virginia Erosion and Sediment Control Law.

- C-12 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, Virginia Marine Resources must be in place for all project construction and mitigation work prior to release of the final site plan. This includes the new state requirement for a VPDES permit for all construction activities greater than 1 acre.

Code Enforcement:

The following are repeat comments from a review on 2/2/04. Updated comments are in **Bold**.

- F-1 Show mountable curbs on plans **Condition Met.**
- F-2 The proposed shared emergency vehicle easement on the west side of the building is affected by proposed development of Building VI. It shall be recorded in the land records that the portion of emergency vehicle easement for building VI shall remain as EVE. In addition, the portion of EVE for the proposed Building VI must be completed during the construction of Building V in order to meet the ladder truck access requirements. Sufficient documentation to this effect must be submitted at Preliminary review. **Shown as Note 2 on Sheet 9.**
- F-3 Show turning radii for all curbs in EVE and access areas on plans. (Including fire service plan) **Condition met.**
- C-1 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). Add Note to Plan. **Note has not been added to plan as indicated by applicant. Condition not met.**
- C-2 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. Add note to plan. **Condition Met.**
- C-3 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) floor area per floor; e) fire protection plan. **Condition met.**
- C-4 The developer shall provide a separate Fire Service Plan which illustrates: a) emergency ingress/egress routes to the site; b) two fire department connections (FDC) to the building, one on each side/end of the building; c) fire hydrants located within on hundred (100) feet of each FDC; d) on site fire hydrants spaced with a maximum distance of three hundred (300)

feet between hydrants and the most remote point of vehicular access on site; e) emergency vehicle easements (EVE) around the building with a twenty-two (22) foot minimum width; f) all Fire Service Plan elements are subject to the approval of the Director of Code Enforcement. **Condition met.**

- C-5 The final site plans shall show placement of fire easement signs. See attached guidelines for sign details and placement requirements. **Acknowledged by applicant.**
- C-6 A soils report must be submitted with the building permit application. **Condition met, shown as note on plans.**
- C-7 Prior to submission of the Final Site Plan, the developer shall provide a fire flow analysis by a certified licensed fire protection engineer to assure adequate water supply for the structure being considered. **Acknowledged by applicant.**
- C-8 The public parking garage floor must comply with USBC and drain through oil separators or traps to avoid accumulation of explosive vapors in building drains or sewers as provided for in the plumbing code. This parking garage is classified as an S-2, Group 2, public garage. Floors of public garages must be graded to drain through oil separators or traps to avoid accumulation of explosive vapors in building drains or sewers. **Indicated by applicant on Sheet A201.**
- C-9 Enclosed parking garages must be ventilated in accordance with USBC. **Acknowledged by applicant.**
- C-10 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 115.0. **Condition met, shown as note on plans.**

Code enforcement has agreed to allow encroachment of trees into the EVE so long as they are pruned up to a height of 12 ft. and the canopy does not project into the EVE beyond more than 1/3 of its width.

- C-11 Fire Department ladder truck access is required for two sides/ ends of all buildings over 50 feet in height. This requires a truck to be able to position itself between 15 and 30 feet from the face of the building. All elevated structures used for this purpose shall be designed to AASHTO HS-20 loadings. **Rated surface shows tree plantings within EVE area. Plantings within the EVE are prohibited. Bus shelter encroaches within EVE on North side of structure. EVE shall be clear of obstructions. Departure area of EVE is not clear at the intersection of Eisenhower Ave & the private entrance roadway. Clarify scope of departure area in more detail than is provided.**

- C-12 Required exits, parking, and accessibility for persons with disabilities must be provided to the building. **Acknowledged and shown on plans.**
- C-13 Sheeting and shoring shall not extend beyond the property line; except when the developer has obtained a written release from adjacent property owners which has been recorded in the land records; or through an approved encroachment process. **Acknowledged by applicant.**

Recreation, Parks, & Cultural Activities:

Recreation, Parks and Cultural Activities comments are contained within the staff conditions of approval.

Health Department:

No comments

Police Department:

- R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department at 703-838-4520 regarding locking hardware and alarms for the office building. This is to be completed prior to the commencement of construction.

Staff is not recommending this comment because the applicant has provided for this condition:

- R-2 There is to be controlled access into the garage.

Staff has modified this condition to reflect the proposed site conditions.

- R-3 The lighting is to be a minimum of 2.0 foot candles maintained for the garages, sidewalks, parking lots, and all common areas.

This comment does not refer to street trees which are to be limbed up to 10-12 feet.

- R-4 Trees are to be limbed up a minimum of 6 feet as they mature to enhance natural surveillance.

The Deputy Chief of Police authorized removal of the following comment based on the garage's design and use of materials and the applicant's proposed illumination levels.

- F-4 Walls in the parking garage shall be of a light color concrete or painted white, to the satisfaction of the Police Chief.

Historic Alexandria (Archaeology):

No comments

Virginia American Water Company

1. Hydraulic calculations will be completed to verify main sizes upon final submittal of the site plan. Profiles will be required for hydraulic calculations.
2. According to VAWC records, there is an existing six-inch fire service that is available for use for this building. It is located approximately 98' east of the proposed six-inch fire service. **Please show this existing service on the site plan. The valve box is currently shown, it is on the south side of the eastern -most handicapped parking space. There is eighteen of six-inch pipe stubbed beyond the valve.** If this existing service cannot be utilized, it must be cut and capped at the expense of the developer.
3. According to VAWC records, the proposed fire hydrant for this building was already installed in April of 2002.

APPLICATION for
DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN
DSUP # 2003-0039

PROJECT NAME: Pentagon Federal Credit Union Headquarters

PROPERTY LOCATION: 2930 Eisenhower Avenue (Lot 704), Alexandria, VA 22314

TAX MAP REFERENCE: 71.04-02-11 ZONE: OCM-100

APPLICANT Name: Pentagon Federal Credit Union

Address: 1001 North Fairfax Street, Alexandria, VA 22314

PROPERTY OWNER Name: Alexandria Tech Center Associates, L.L.C.

Address: 2121 Eisenhower Avenue, Suite 300, Alexandria, VA 22314

SUMMARY OF PROPOSAL: Construct 7-story building (1 story below grade, 6 above) comprised of 110,000 GSF garage and 74,000 GSF office.

MODIFICATIONS REQUESTED: None, other than as may already be included in existing/approved DSUP #99-0016 (to be amended by this application).

For instance, increased penthouse height.

SUP's REQUESTED: Amendment to existing/approved DSUP #99-0016 dated 6/8/99.

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

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

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

Deborah D. Johnson, CFM
Print Name of Applicant or Agent
Pentagon Federal Credit Union
1001 North Fairfax Street
Mailing/Street Address

Deborah D. Johnson
Signature

(703) 838-1093 (703) 518-3866
Telephone # Fax #

Alexandria, VA 22314
City and State Zip Code

January 22, 2004
Date

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

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

Received Plans for Completeness: _____
Received Plans for Preliminary: _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

All applicants must complete this form.

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

1. The applicant is the (check one):

Owner Contract Purchaser

Lessee Other: _____

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.

Pentagon Federal Credit Union
1001 North Fairfax Street
Alexandria, VA 22314

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

Yes. Provide proof of current City business license

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

N/A

NARRATIVE DESCRIPTION

2. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. If not appropriate to the request, delete pages 4-7.
(Attach additional sheets if necessary)

The applicant proposes to construct a 7-story building (1 story below grade, 6 stories above grade) comprised of a 110,000 +/- GSF parking garage component and a 74,000 +/- GSF office component. The project will include 285 parking spaces and will have approximately 300 employees. The project, as home for Pentagon Federal Credit Union's new headquarters, will be closed to the public (except for invited visitors) and will not generate any noise. Hours of operation will typically be Monday through Friday, 7:00 a.m. to 7:00 p.m.. (This project will replace Pentagon Federal Credit Union's current headquarters facility at 1001 North Fairfax Street, Alexandria, VA 22314.)

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

N/A.

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

Approximately 300 employees, Monday-Friday, 7:00 a.m.-7:00 p.m.

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

Day	Hours	Day	Hours
<u>Monday</u>	<u>7:00 a.m.-7:00 p.m.</u>	<u>Friday</u>	<u>7:00 a.m.-7:00 p.m.</u>
<u>Tuesday</u>	<u>7:00 a.m.-7:00 p.m.</u>		
<u>Wednesday</u>	<u>7:00 a.m.-7:00 p.m.</u>		
<u>Thursday</u>	<u>7:00 a.m.-7:00 p.m.</u>		

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

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

N/A.

B. How will the noise from patrons be controlled?

N/A.

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

N/A.

8. Provide information regarding trash and litter generated by the use:

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

Normal office waste.

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

One truck per day.

C. How often will trash be collected?

Daily (Monday - Friday).

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

Facility not open to public. In addition, "day porter" services include checking property for litter and cleaning up as required.

9. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

Yes. No.

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

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

Yes. No.

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

Paint products in small quantities sufficient for maintenance use (touch up).

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

Office use, not open to public (except invited visitors). Employees
to be protected by CCTV/card access system as well as
sprinkler/fire alarm system.

ALCOHOL SALES

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

Yes. No.

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

PARKING AND ACCESS REQUIREMENTS

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

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

Minimum 1 per 475 SF of floor area (Parking District 4) = 157 spaces.

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

172 Standard spaces
106 Compact spaces
6 Handicapped accessible spaces.
1 Other. (Van)

Development Special Use Permit with Site Plan (DSUP) # 2003-0039

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

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

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

- D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

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

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

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

- C. Where are off-street loading facilities located? Loading dock at west side of building, accessible from private road within Alexandria Tech Center office park.

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

Monday-Friday, 8:00 a.m. - 5:00 p.m.

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

Mail/parcel deliveries daily between 8:00 a.m. - 5:00 p.m.,

Monday-Friday.

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

Subject property is within existing/approved office park (Alexandria Tech Center); therefore, street access is adequate.

1. Any inconsistencies between the various drawings shall be reconciled to the satisfaction of the Director of P&Z. (P&Z)
2. Submit a final subdivision plat for staff review either prior to, or with submission of the final site plan. The final subdivision plat shall be recorded prior to release of the final site plan. (P&Z)
3. Provide a landscape plan which delineates the size, location, species, planting details, specification and character of all proposed plantings. (P&Z)
4. Coordinate the location of trees and light poles to prevent conflict between ultimate tree foliage growth/canopy cover and illumination from lights. (P&Z) (Police)
5. Applicant shall contribute \$1.10 per square foot of building to the Eisenhower Avenue Improvement Fund of which \$50,000 can be credited toward the future signalization of Eisenhower Avenue and easternmost entrance. This will be the only access from the site to west on Eisenhower and will require signal at some point in future. (P&Z) (T&ES)
6. The applicant shall locate and screen all utility structures (except fire hydrants) visible from all public areas outside the site, to the satisfaction of the Director of P&Z. (P&Z)
7. The applicant shall provide details of enclosures and locations, with appropriate screening, of all proposed recycling facilities and dumpsters visible from public right-of-ways to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (P&Z)(T&ES)
8. Provide scaled building facade elevation drawings with height measurements in the final site plan submission to verify proposed building heights. (P&Z)
9. 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)
10. The applicant shall submit an as-built plan prior to issuance of the certificate of occupancy permit. (P&Z)

11. The storm water Best Management Practices (BMP) required by this project shall be constructed and installed under the direct supervision of the design engineer or his/her designated representative. The design engineer shall make a written certification to the City that the Best Management Practices are constructed and installed as designed and in accordance with the approved final site plan. In addition, aggregate layers and collector pipes may not be installed unless said engineer or his/her representative is present. (T&ES)
12. Provide a green alley (chain of inter-connected bio-retention filter) along the entire boundary with the Cameron run Resource Protection Area to treat runoff and compensate for reduced buffer area. (T&ES)
13. Correct the RPA buffer line. Show the 100' R.P.A. line, 100' landward of the lowest gabion edge in the Cameron Run channel. Show no increase in imperviousness within the R.P.A. and no further encroachment into the R.P.A. than the existing "grandfather" imperviousness allows. (T&ES)
14. Treat all of the imperviousness area in the B.M.P. (T&ES)
15. Show a completed worksheet B in lieu of worksheet A in accordance with section XIII of the Zoning ordinance. (T&ES)
16. Provide access to the Cameron Run for maintenance purposes at a location satisfactory to the director of T&ES. (T&ES)
17. Provide handicapped access ramps at the existing and proposed entrances. (T&ES)
18. Eliminate the Eisenhower Avenue access between buildings V and VI. The close proximity of the garage entrances do not allow sufficient "stacking" space for vehicles entering or leaving the site. (T&ES)
19. Widen the proposed twenty-five foot roadway at the western edge of the site to permit three lanes at Eisenhower Avenue, one lane southbound, one northbound left lane to go west and one northbound right turn lane to go east. This will prevent left turn lane for interfering with right turn traffic. (T&ES)
20. Extend the East bound left turn bay on the Eisenhower Avenue at Mill Road to the satisfaction of Director of T&ES. (T&ES)
21. Show the existing and proposed street lights and site lights. (T&ES)
22. Indicate type of fixture, and show mounting height, and strength of fixture in Lumens,(include building mounted lights as well). (T&ES)
23. Provide manufacturer's specifications for fixtures, include specifications for the building mounted lights as well. (T&ES)

24. Provide lighting calculations and show lighting radii for parking lot shown on sheet 4-A to verify that lighting meets City standards. (T&ES)
25. Provide lighting for the sidewalk on the east side of ATC building V. (T&ES)
26. Contact the Alexandria Police Department for a security survey of construction trailers when they are placed on site. (Police) (P&Z)
27. Crime Prevention Unit be consulted regarding locking hardware of the proposed building. This is to be completed prior to the beginning of construction. (Police)
28. Lighting of sidewalks, parking lots, parking garages and common areas shall be to the satisfaction of the Director of T&ES in consultation with the Police Chief. (Police) (P&Z)
29. Provide controlled access to parking garages. (Police) (P&Z)
30. Provide emergency buttons in garage only if there is 24 hour on site security. (Police)
31. The applicant shall provide a cash contribution to the Housing Trust Fund in the amount of \$.50 per gross square foot, payable at the time of receipt of the certificate of occupancy permit. (Housing)
32. The applicant shall require that its building contractor, prior to commencing any construction, meet with a representative of the Office of Employment Training to describe what kinds of construction employees will be hired and to learn about employment services offered by OET. The applicant shall require its contractor to give good faith consideration to applicants for employment who are referred by OET. (Human Services)
33. A surface parking lot containing up to 117 parking spaces shall be permitted to be constructed on lot 805 as designed and approved on SP #97-0015. This parking lot may be an interim condition, or may be permanent provided that the full parking requirement is met. (P&Z)
34. The amount of office square footage may be reduced so long as it is done by removing building stories and does not change the building footprints. (P&Z)
35. Provide a Resource Protection Area (RPA) reduction mitigation landscape planting plan to the satisfaction of the Directors of P&Z, T&ES, Health and the City Arborist. The plan shall include details on the types of vegetation and ground cover in the remaining RPA and where and how the RPA reduction will be mitigated. Options to include wetlands creation or enhancement, riparian plantings either on or off-site, or other options proposed by the developer. (Health)
36. Parking garage walls and ceilings shall be painted white. (Police)

37. If there is a parking attendant booth for the garage parking, the booth is to be placed close to the street creating the most natural surveillance possible. (Police)
38. As trees mature they shall be limbed up to a 6 feet. (Police)
39. Low growing plants and shrubbery shall not exceed 3 feet in height when they have reached maturity. This of is particular importance in the area of the proposed plaza and pedestrian walkways. (Police)

Special Use Permits and Modifications Requested by the Applicant and Recommended by Staff:

1. Special use permit for increased penthouse height

25 - DSUP 2003-0039



April 30, 2004

Chairman and Members of the Planning Commission
City of Alexandria
City Hall
320 King Street
Alexandria, Virginia 22314

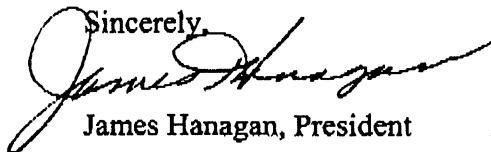
Re: Pentagon Federal Credit Union Development in the Eisenhower Valley: DSUP #
2003-0039:

Dear Mr. Chairman and Members of the Commission:

The Eisenhower Avenue Public Private Partnership had the opportunity to meet with the Development team members from Pentagon Federal Credit Union to review and discuss their proposed new 74,926 SF Office Building to be constructed at the Alexandria Tech Center Office Park on Eisenhower Avenue and the Partnership supports the DSUP application. The project is consistent with the current approved development plan and the developer has done an outstanding job with the design of the building and parking structure. The existing Traffic Management Plan remains in effect at the site and the addition of the PFCU building will not create a negative impact to the traffic flow on Eisenhower Avenue. We also were advised of the aggressive TMP program that the PFCU will implement upon the completion of the project to minimize the use of single occupant vehicles during peak rush hour periods.

Our partnership also feels it is very important to support the retention of the Pentagon Federal Credit Union organization within the City of Alexandria and assist the Alexandria Tech Center with a major step forward towards final completion of their Office Park which has been under development since 1982 . We feel the PFCU project is a quality addition to the Eisenhower Corridor and we hope the Planning Commission will approve their DSUP amendment.

Thank you for your consideration.

Sincerely,

James Hanagan, President

45

ReedSmith

MEMORANDUM

Reed Smith LLP
3110 Fairview Park Drive
Suite 1400
Falls Church, VA 22042-4503
Phone: 703.641.4200
Fax: 703.641.4340

From: J. Howard Middleton
Direct Phone: 703-641-4225
Email: jmiddleton@reedsmith.com

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PLANNING
COMMISSION
CITY OF ALEXANDRIA, VIRGINIA
*PC Docket Item #25
DSUP 2003-0039*

DATE: May 4, 2004

RE: Docket Item No. 25, Pentagon Federal Credit Union Headquarters; Development Special
Use Permit No. 2003-0039; Condition Amendment

The purpose of this memorandum is to request the Planning Commission to amend Condition No. 2 regarding green building technology. Pentagon Federal Credit Union ("Pentagon Federal") has discussed green building technology with the City staff and plans to incorporate certain of these techniques in its final building plans. However, the condition, as written, is mandatory and is open-ended as to the number and type of green building techniques that may be required. We feel the condition should be more flexible to allow consideration of a variety of techniques depending on cost and efficiency. We are, therefore, requesting the Commission to substitute the following condition as Condition No. 2:

- 2. The applicant is encouraged to investigate the use of green building techniques and sustainable building materials and systems design and to consider implementing certain of these techniques; provided that this condition shall not be construed to require the applicant to utilize any specific green building technique or sustainable building material and design.

It is our understanding that the staff agrees with this amended condition.

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reedsmith.com



16
5-15-04

May 11, 2004

William D. Euille, Mayor
and Members of City Council
City Hall
301 King Street
Alexandria, VA 22314

Re: Pentagon Federal Credit Union
DSUP 2003-0039

Dear Mayor Euille and Members of Council:

The DSUP under consideration is an amendment to the development plan for the Alexandria Tech Center located on Eisenhower Avenue that was approved several years ago. The Pentagon Federal Credit Union (PFCU) wishes to move its administrative headquarters from North Fairfax Street to Eisenhower Avenue. The building proposed by PFCU is an excellent design and will add to the overall campus-like setting of the Tech Center.

The only question under this DSUP appears to be that of parking. Under the previously approved transportation management plan for Alexandria Tech Center 768 parking spaces are allowed. PFCU is asking for an amendment to the current development special use permit in that PFCU be given more of the allowed parking and Building VI, a future building, have its parking allotment reduced. The Pentagon Federal Credit Union is not a stand-alone building and parking for the new building should not be considered in that light. The Pentagon Federal Credit Union is part of a multi-building development and granting this amendment will NOT increase the number of parking spaces already allowed to Alexandria Tech Center.

In addition, to assist with traffic PFCU has agreed to an even more aggressive TMP program. PFCU has agreed to implement, upon completion of the project, a shuttle bus and subsidizing of vanpools and car pools. The shuttle bus will be available for all of the employees at Alexandria Tech Center.

Pentagon Federal Credit Union has been doing business in Alexandria for more than 20 years. The Eisenhower Partnership feels it is imperative to retain such an organization within the City of Alexandria. Bringing the Pentagon Federal Credit Union to the Eisenhower Valley will do just that while assisting Alexandria Tech Center with a major step forward towards final completion of its office park.

The Partnership respectfully requests City Council to follow through with a proclamation made earlier this year – that this is the year of business in Alexandria – and approve the Pentagon Federal Credit Union's application, thereby keeping an Alexandria business in Alexandria.

Sincerely,

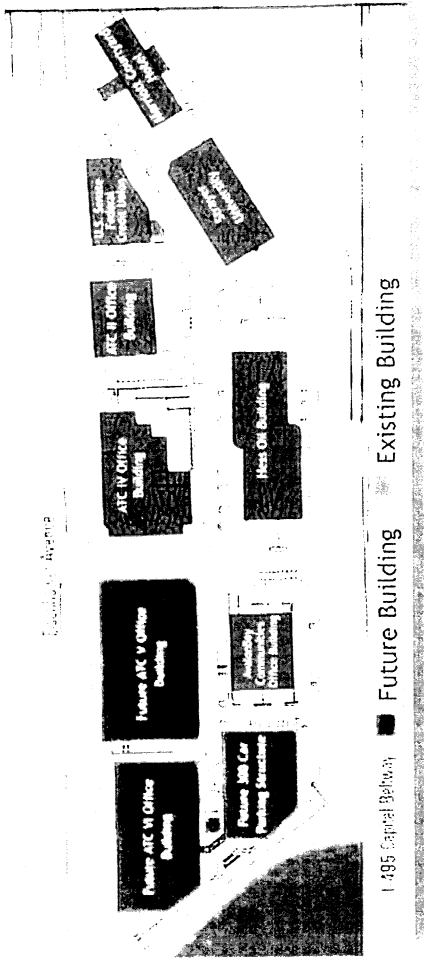
A handwritten signature in cursive script, appearing to read "James Hanagan".

James Hanagan, President
Board of Director

Pentagon Federal Credit Union DSUP #2003-0039

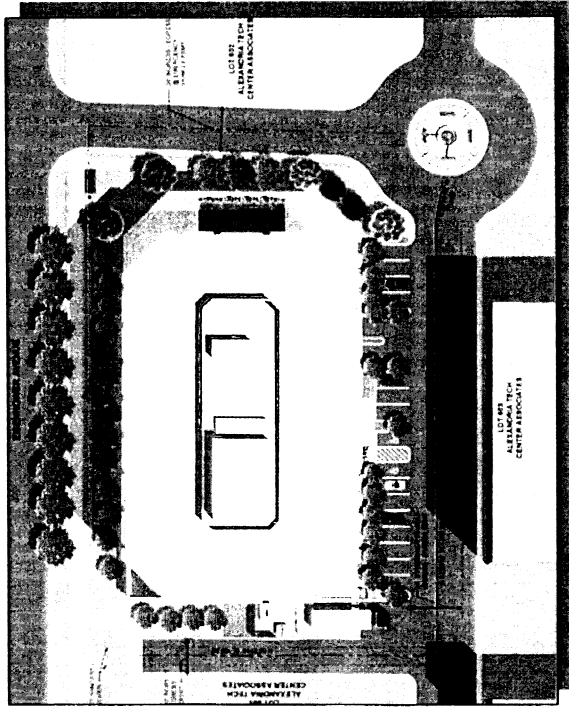
Alexandria Tech Center

- 1983 Original Office Park Approval
- 1998 DSUP Approval for ATC Buildings V, VI, and VII
- 1999 DSUP Approval for Amendments to:
ATC V- 125,000 sq ft
658 spaces



- TMP Approval- 768 spaces

Proposal



Site Plan



Building Elevation

- Revise parking from 658 spaces to 768 spaces
- Decrease floor area from 125,000 to 75,000 sq ft
- Decrease building height from 85 feet to 75 feet

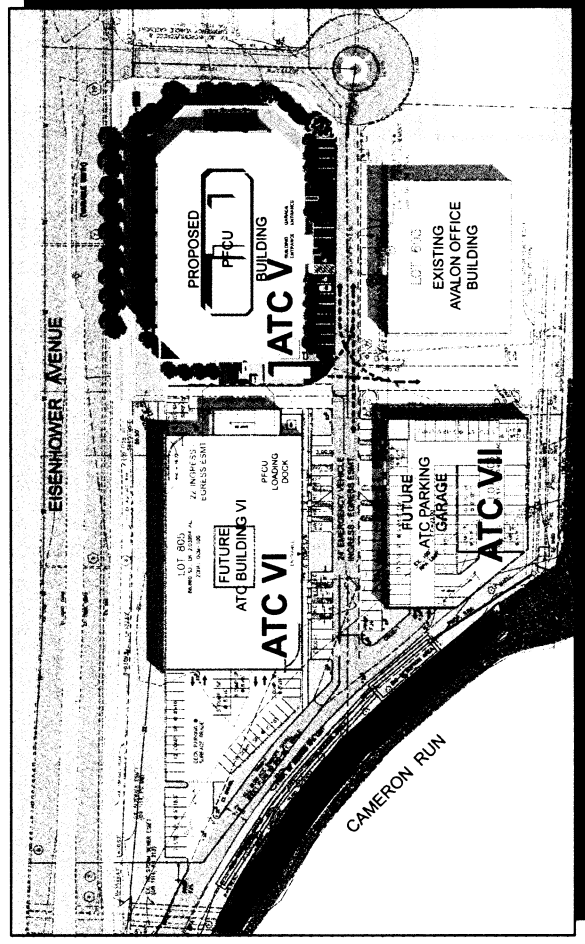
Issues and Opportunities

Issues

- Traffic
- Parking Ratio

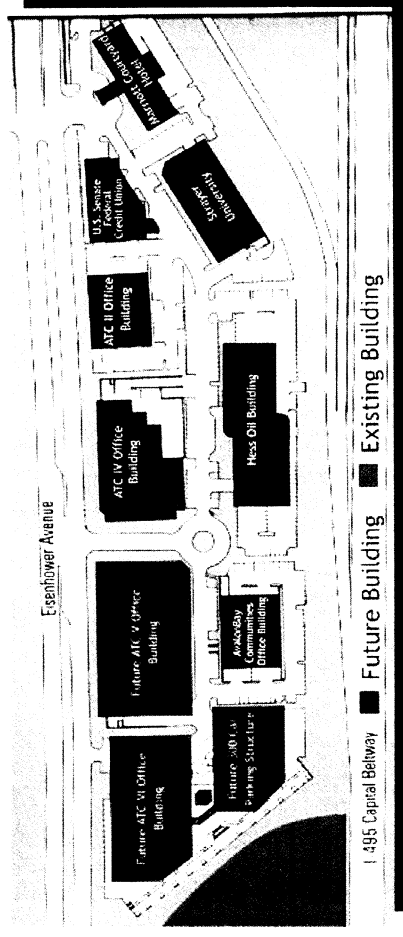
Opportunities

- Open Space
- Building Materials and Design
- Pedestrian- Streetscape Enhancements
- Screening of Parking Garage



Traffic

1998 Traffic Impact Study

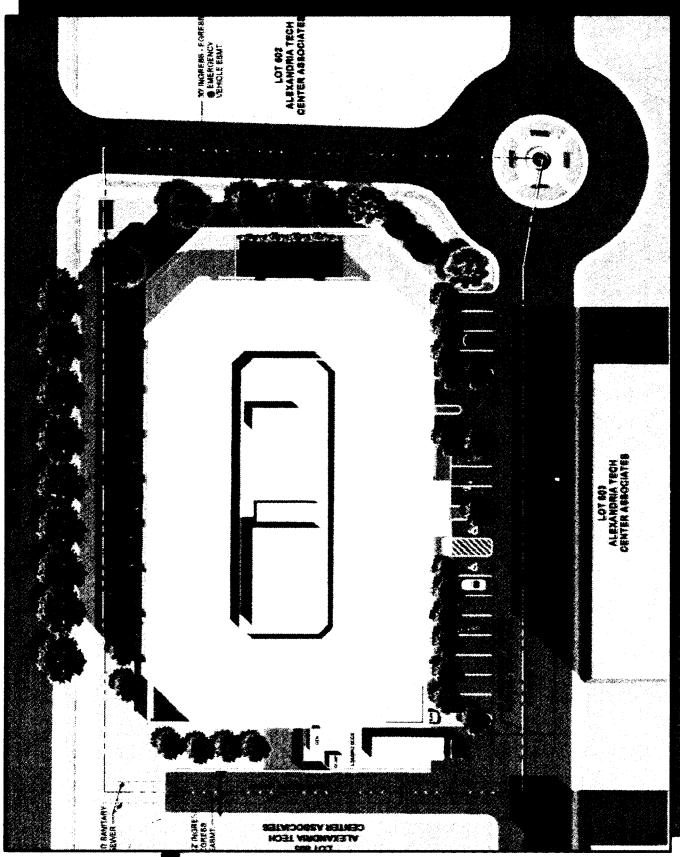


Proposal

- 20% Reduction in traffic due to 50,000 sq ft reduction
 - Same impact to adjacent streets as currently approved
- TMP

Traffic consistent with East Eisenhower Traffic Study

Parking



	Current No. of Approved Parking Spaces	Current No. of Approved Parking Spaces in the TMP	Proposed No. of Parking Spaces
Building V	137	255	285
Building VI	216	395	178
Building VII Parking Garage	305	118	305
Total	658	768	768

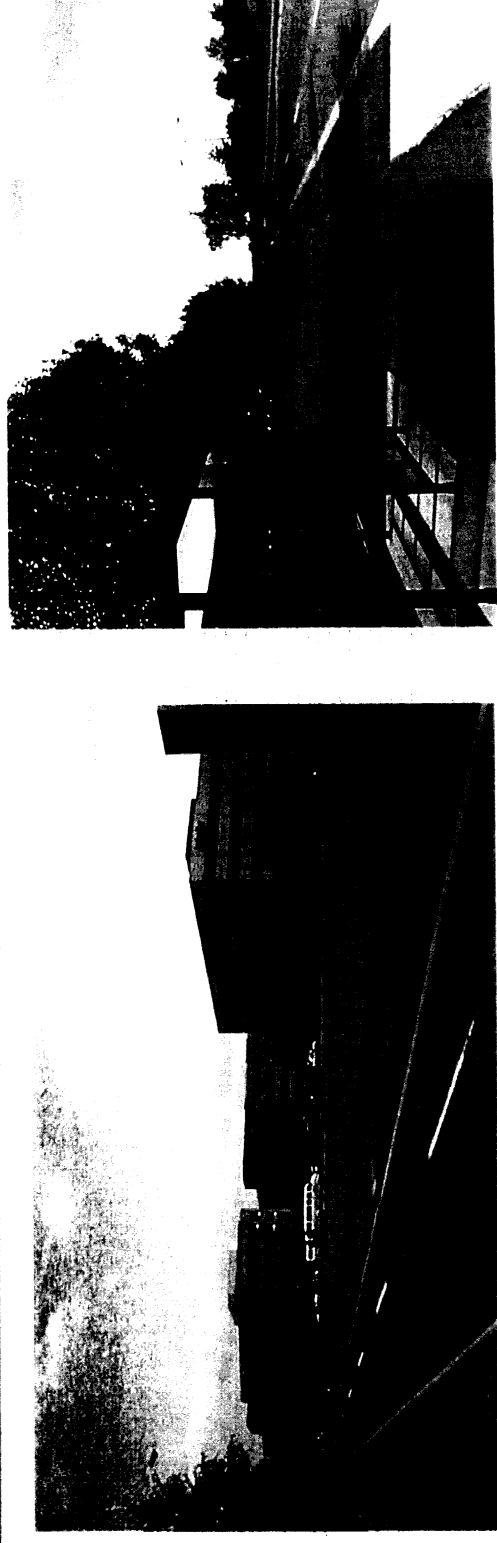
- Transit Alternatives
- Shuttle for entire Tech Center
 - Flex Car
 - Vanpool and Carpool

Parking- Building Design

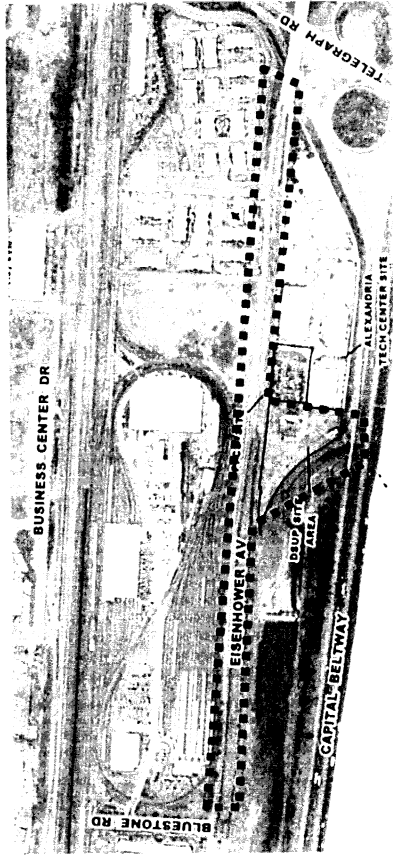
Screening of Exposed Parking



Pedestrian-Open Space/ Streetscape



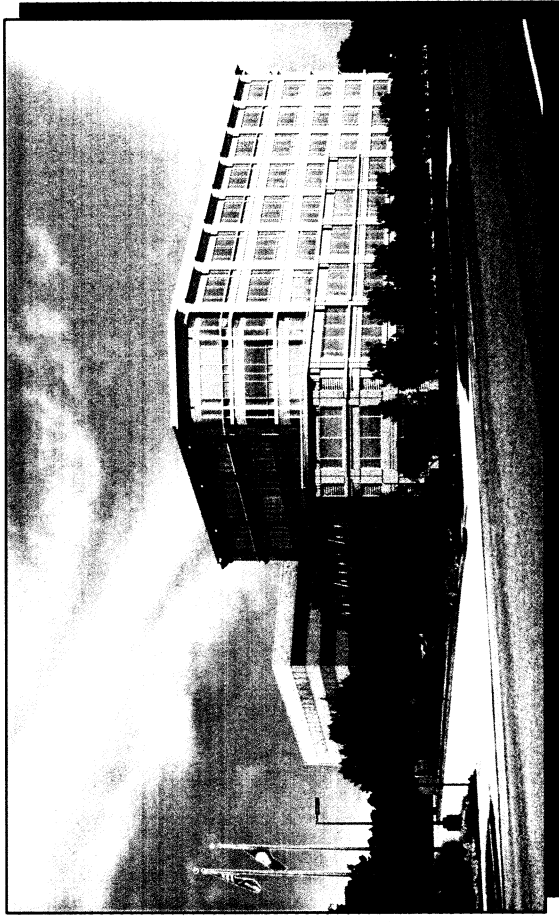
- \$82,419 contribution to the Eisenhower Improvement Fund
- Wider sidewalks
- Pedestrian Crosswalks
- Improved Streetscape/ Landscaping
- Pedestrian Plaza



Planning Commission 6 –1 Approval

Discussion: Benefits versus Increased Parking Ratio

- Greatly Improved Pedestrian Circulation/
Landscaping/Open Space
- Retention of Pentagon Federal Credit Union
- Significantly Enhanced
Building Design
- Enhanced TMP Requirements
- Creation of Shuttle Service
- Green Building
Technology



SPEAKER'S FORM

DOCKET ITEM NO. 16

**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: HOWARD MIDDLETON

2. ADDRESS: 3110 FAIRVIEW PARK DR., FALLS CHURCH, VA

TELEPHONE NO. 703 641 4225 E-MAIL ADDRESS: hmiddleton@redsox.com

3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF? Applicant

4. WHAT IS YOUR POSITION ON THE ITEM?
FOR: 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 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 three minutes will be allowed for 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.

(c) 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.

(d) 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 on, the speakers shall be called in the chronological order of their request forms' submission.

(e) 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.