

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 9, 2009

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: FAROLL HAMER, DIRECTOR *FH*
DEPARTMENT OF PLANNING AND ZONING

SUBJECT: REMAINING APPLICATIONS FOR OFFICE ADDITION AT 532 N.
WASHINGTON STREET – SUP 2008-0084 AND ENC 2008-0005

At the April 7, 2009 Planning Commission meeting, three applications were reviewed for an office addition at 532 N. Washington Street: a development site plan (DSP) for the addition, a special use permit for a parking reduction, and an encroachment for the planter and stairs. At this public hearing, the Planning Commission **approved** the development site plan for the addition. The Commission also **recommended approval** of the special use permit and encroachment.

The entire staff report that was provided to the Planning Commission is included in the docket for the two remaining applications for this development. Although this report references the DSP application, it has already been approved by the Planning Commission and does not need to be acted on by the Council. Actions are only needed for the special use permit and encroachment.

As discussed in the staff report, staff believes there are many positive aspects of this proposal and recommends approval of the two remaining applications requested by the applicant.



Docket Item #6
Development Site Plan #2007-0011
Special Use Permit # 2008-0084
Encroachment # 2008-0005
532 North Washington Street – Office Building

Application	General Data	
Project Name: 532 N. Washington Street Office Building	PC Hearing:	April 7, 2009
	CC Hearing (SUP and ENC):	April 18, 2009
	If approved, DSP Expiration:	April 18, 2012 (3 years)
	Plan Acreage:	3,397 sf
Location: 532 N. Washington (southwest corner of Washington and Pendleton)	Zone:	OC/Office Commercial
	Proposed Use:	Office addition
	Dwelling Units:	n/a
	Floor Area:	3,378 sf
Applicant/Address: North Parkway LLC c/o Falston Development 578 23 rd Street South Arlington, VA 22202	Small Area Plan:	Old Town North
	Historic District:	Old and Historic
	Green Building:	Achieving 26 points toward LEED certification

Purpose of Application

Approval of a two-story addition to an existing office building at the southwest corner of N. Washington Street and Pendleton Street.

Special Use Permits, Modifications, and other Approvals Requested:

1. DSP for an addition, with a modification to allow a reduction of the crown coverage requirement
2. SUP for Parking Reduction of six spaces
3. Encroachment for steps and planters

Staff Recommendation: APPROVAL WITH CONDITIONS

Staff Reviewers: **Katye Parker, Urban Planner, AICP katye.parker@alexandriava.gov**
Gary Wagner, Principal Planner, RLA gary.wagner@alexandriava.gov

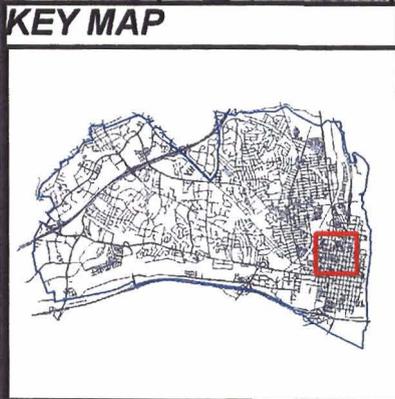
PLANNING COMMISSION ACTION, APRIL 7, 2009: On a motion by Ms. Fossum, seconded by Mr. Dunn, the Planning Commission voted to **approve** DSP #2007-0011 and **recommend approval** of SUP #2008-0084 and ENC #2008-0005. The motion carried on a vote of 7 to 0.

Reason: The Planning Commission agreed with the staff analysis and recommendations.

Speakers:

Duncan Blair, attorney, representing the applicant, spoke in support of the application and answered questions from the Commission.

Cathleen Curtin, architect representing the owner of 528 N. Washington St. (neighboring property), spoke in support of the proposed development but had a few concerns she wanted to note for the record. First, she stated that the owner is concerned with how the construction will impact the day to day operations of her business, and was particularly concerned with where construction workers would park given the limited parking behind the building. Second, she asked that the developer help pay for the cost to block off the windows in her building that would be covered by the new addition.



DSP #2007-0011
SUP #2008-0084
ENC #2008-0005

04/07/09



I. SUMMARY

A. Recommendation

Staff recommends **approval** of the development site plan with modifications, special use permit for a parking reduction, and encroachment for the proposed two story office addition. Staff believes this is an appropriately sized and designed addition that will improve the Washington Street streetscape. The proposal complies with the Washington Street Standards and Old Town North Urban Design Guidelines.

The key issues analyzed with these applications and discussed in more detail in the Staff Analysis include:

- Compliance with the Washington Street Standards
- Compliance with the Old Town North Urban Design Guidelines
- Appropriate building design
- Justification and mitigation for parking reduction
- Impact of the encroachment
- Adequate streetscape improvements

B. Project Description

The applicant, Falston Development, has submitted a proposal for an addition to an existing, two story, rowhouse at 532 N. Washington Street. The two story addition will be added to the south and west sides of the original building. With the 2,400 sf of new floor area, the total building area will be increased to approximately 4,300 sf (including a portion of the basement that is habitable). The applicant will continue to use the building for office purposes. The parking lot will be brought up to ADA compliance with 2 standard spaces and a handicap space.

To construct this project, the applicant has requested approval of the following:

1. Development site plan, with a modification to the crown coverage requirement
2. Special use permit for a parking reduction for 6 of 9 spaces
3. Encroachment for a planter wall and stairs (currently encroaching but never formally approved)

II. BACKGROUND

A. Site Context

The 3,397 square foot site is located at the southwest corner of N. Washington Street and Pendleton Street, which is within the boundaries of the Old Town North planning area and the Old and Historic Alexandria District (OHAD). The addition would infill the gap between 532 and 528 N. Washington. The rest of the buildings on the west side of the 500 block of N. Washington Street, south of the subject property, are similar in character, style, and use to the existing building. The International Association of Chiefs of Police (IACP) in the old cotton factory building is located across Washington Street to the east. North of the site across

Pendleton Street is a Bank of America and northeast is the Saul Center with office and retail, including Trader Joe's. A two story office building is located along Pendleton Street across the alley from the rear of the building, with residential buildings just beyond at the other end of the block. The site and surrounding area is relatively flat.

B. Site History

The existing building at 532 N. Washington St. is a Washington-style rowhouse that was originally constructed as a residence in the late 1920s. Early maps depict the building as a dwelling with a one-story front porch and a one-story rear porch. Exterior changes, including removal of the porches, were made in the 1960's, which was likely the time the use changed from a residential to office. In 2004, an application for an infill addition was filed with the Board of Architectural Review (BAR), but was later withdrawn due to unresolved zoning issues. On September 17, 2008, the BAR reviewed and approved requests related to this site plan for demolition/encapsulation, concept plan for an addition, and a waiver for screening of roof-top units.

III. PROJECT DESCRIPTION

Falston Development, the applicant and owner of 532 N. Washington Street is requesting approval of a two story, 2,400 sf addition to the existing two story building. The L-shaped addition will be added to the south and west walls of the original building, which will need to be demolished to accommodate the new floor plan. The addition would be constructed up to the side property line which is immediately adjacent to the existing building to the south at 528 N. Washington Street. In order to allow some of the existing windows in this adjacent building to remain as well as provide windows on this facade of the addition, a 25 foot long lightwell will be provided, which will not be visible from the front or rear of the building.

The majority of the northern and eastern facades, the most prominent building faces, will be retained with a few modifications. On the building front (east façade) the porch will be replaced, the door shifted to the south side of the original portion of the building, and a new window added between the two windows on the second story. On the side facing Pendleton St. (north façade), a door, two windows, and a basement opening with a louver will be added. The development will include a habitable basement that will also be office space. Parking will be provided in the rear of the building and screened by a decorative wood fence with brick piers. Given that the addition is more than one third the size of the original building, a site plan must be approved by Planning Commission.

As part of this proposal, additional parking spaces are required. The applicant will bring the parking lot into ADA compliance by providing a handicap accessible space and the two standard spaces will meet the minimum sizes per the Zoning Ordinance. However the narrow width of the lot (less than 37 feet) prevents the required nine spaces from being accommodated on site. A special use permit for a parking **reduction** has been requested as part of this proposal.

There is currently a one foot tall concrete planter wall that extends into the N. Washington St. sidewalk (City right-of-way) along the frontage of this building. The planter has been installed for many years but an encroachment was never approved. Therefore, the applicant has also filed an encroachment application to allow the planter wall and stairs to remain on City right-of-way.

IV. ZONING

Total Site Area:	3,397 sf	
Zone:	OC/ Office Commercial	
Current Use:	Office	
Proposed Use:	Office	
	<i>Permitted/Required</i>	<i>Proposed</i>
FAR:	1.0 3,397 sf	0.99 3,378 sf
Height:	50 feet	28 feet
Setbacks: (corner lot)	n/a	Washington St: 8 feet (except for porch which is on the property line) Pendleton St: 0.3 feet Side (alley): 28 feet Side (building): 0.2 feet
Parking:	9	3*
Loading spaces:	n/a	0
* parking reduction requested for 6 spaces		

V. STAFF ANALYSIS

A. *Building Design of the Addition*

The majority of the proposed infill construction is immediately adjacent to the south elevation of 532 N. Washington St. on the vacant space south of the existing building. The proposed infill will be internally connected to 532 N. Washington St and upon completion of construction, the infill and existing building will function as a single building. The proposed addition will be a three-bay, two-story-plus-basement brick building and will measure approximately 17 ½ feet of frontage by 56 ½ feet deep.

At the front elevation, the addition will feature one-over-one, double-hung wood windows with brick lintels and cast stone sills. There will be six windows, three each on the first and second story, and no front entrance. There will also be three basement windows that will be minimally

visible as they will be screened by shrubbery and a cast-iron fence running the width of the new façade. The applicant proposes a flat roof with parapet and painted wood cornice.

The rear of the proposed addition will have four windows, two on each story, matching those proposed for the front elevation. The rear of the building will also have a two-story glass segment with a butt-joint glazing system joining the new rear of 532 North Washington Street and the rear addition. This section will measure approximately 3 ½ feet and be located in the same area as the void of the former rear ell.

B. Compliance with the Washington Street Standards

Since the proposed development is located on Washington Street, the application must comply with the Washington Street Standards (Section 10-105(A)(3) of the Zoning Ordinance). As discussed previously, this case was heard at the September 17, 2008 BAR meeting. Part of the concept review included a discussion of how the proposed addition meets these requirements, which is summarized below.

(1) Construction shall be compatible with and similar to the traditional building character, particularly including mass, scale, design and style, found on Washington Street on commercial or residential buildings of historic architectural merit.

The proposed addition is compatible with the historic buildings found on Washington Street, particularly in respect to mass, scale, design, and style. The two story height of the addition is consistent with the existing building and the remaining buildings on the block. Furthermore, the proposed addition does not overwhelm or detract from either of the adjacent historic buildings. In fact, the addition is designed to be somewhat subservient and less ornamental than the existing and adjacent buildings.

(2) Facades of a building generally shall express the 20- to 40-foot bay width typically found on early 19th century commercial buildings characteristic of the Old and Historic Alexandria District, or the 15- to 20-foot bay width typically found on townhouses characteristic of the Old and Historic Alexandria District. Techniques to express such typical bay width shall include changes in material, articulation of the wall surfaces, changes in fenestration patterns, varying roof heights, and physical breaks, vertical as well as horizontal, within the massing.

As infill construction, the façade attempts to read as a townhouse by continuing the historic bay width expression through a differentiation of materials, the articulation of the wall surface, and a different roof type. Although internally connected to 532 North Washington, the infill appears to be expressed as a separate building and will read architecturally as a typical three-bay townhouse, thus continuing the historic bay width expression.

(3) Building materials characteristic of buildings having historic architectural merit within the district shall be utilized. The texture, tone and color of such materials shall display a level of variety, quality and richness at least equal to that found abundantly in the historic setting.

Material specifications have not been identified at this time, but will be required at the time the applicant applies for a Certificate of Appropriateness. Preliminary plans and discussions with the applicant suggest the use of traditional building materials such as brick and wood. As the design process continues, BAR staff will continue to recommend the high standards of materials expected for use in the Old and Historic Alexandria District and on Washington Street.

(4) Construction shall reflect the traditional fenestration patterns found within the Old and Historic Alexandria District. Traditional solid-void relationships exhibited within the district's streetscapes (i.e., ratio of window and door openings to solid wall) shall be used in building facades, including first floor facades.

The proposed two-story, three-bay façade maintains the traditional fenestration patterns found in the Old and Historic Alexandria District and particularly on this section of Washington Street. One area of staff concern was the lack of a door on the façade of the addition. However, since the addition will be part of the original building and the floor plans will be connected, the applicant chose to have one main door on the original building to eliminate ambiguity over building entrances.

(5) Construction shall display a level of ornamentation, detail and use of quality materials consistent with buildings having historic architectural merit found within the district. In replicative building construction (i.e., masonry bearing wall by a veneer system), the proper thicknesses of materials shall be expressed particularly through the use of sufficient reveals around wall openings.

The applicant has proposed minimal ornamentation for the addition which is appropriate and contributes to compatibility with the adjacent buildings (532 North Washington and 528 North Washington). As the design process continues, staff will continue to recommend the high standards for materials expected in the Old and Historic Alexandria District, especially for the replicative elements.

C. Compliance with Old Town North Small Area Plan and UDAC

In addition to being located within the Old and Historic Alexandria District and on Washington Street, the site also falls within the boundaries of the Old Town North planning area. In 1994, design guidelines for this area were established and all developments occurring within the boundaries are required to comply with them. A discussion of the guidelines and how this proposal complies with them is provided below.

Sense of Place, Arrival, and Community

The guidelines suggest that the “buildings on Washington Street south of Madison should create a transition into the historic urban fabric of Old Town Alexandria...through scale, materials, architectural details, and compatibility with existing historic structures along Washington Street.” As discussed, the proposed addition is consistent in style, size, and architecture with the surrounding buildings. Furthermore, the addition completes the streetwall for this portion of the block and continues the transition into Old Town Alexandria.

The guidelines also suggest architectural elements be incorporated into buildings at prominent locations, such as corners. Since this building is small and the addition is designed to be a quiet complement to the original building, a tower or dome would not be appropriate for this site. However, the applicant will be replacing the porch on the original building, which provides an appropriately sized feature for this location.

Orientation of Buildings to the Street

The guidelines place a significant emphasis on building orientation and creating and maintaining the street wall. As the guidelines suggest, the proposed addition includes as much frontage along Washington Street as possible. In fact, this proposal provides the great benefit of completing the streetwall in this location since it fills in the existing 18 foot wide gap between 532 and 528 N. Washington St. However, through a small setback from the original building and the use of landscaping in the front, the streetwall will not be completely flat and some visual interest will be provided.

Attractive Pedestrian Environment

The proposal enhances the pedestrian environment in this location. Most importantly, the streetwall, which provides visual interest to pedestrians, is completed by the infill addition. Improved landscaping at the front of the building along N. Washington St. and interesting architectural details on the original building and addition add to this visual interest. The guidelines suggest that large blank walls should be avoided. With this proposal, new windows and a door will be added to the Pendleton St. façade. Prominent building entrances are also encouraged, which is successfully accomplished with the replacement of the porch feature over the building entrance. Finally, the sidewalk along Pendleton St. will be improved with the addition of street trees and a wider landscape strip.

Compatible Development

The guidelines highlight the importance of creating compatible development that contributes to the overall sense of community. The building will continue to be used for office which is compatible with the surrounding office and commercial uses. Consistent with the guidelines, the applicant has proposed a wood fence with brick piers along Pendleton Street to screen the rear parking lot from the sidewalk and street. The building's trash area will also be located in the rear and screened by a fence. The rooftop mechanical equipment is sited on the roof so that it is not visible from the street and is screened by the roof. Finally, the materials of the addition will be compatible with the existing building and the surrounding buildings.

D. Parking Reduction

Per the Zoning Ordinance, an office use of this size requires nine parking spaces. The width of the site, less than 37 feet, prevents the applicant from being able to provide all nine of these spaces. In addition, the applicant is also required to bring the site into ADA compliance, which means a handicap space with a five foot wide access aisle is also required, further reducing the amount of space available for parking. As a result, the applicant proposed three spaces and a handicap space with the new addition and has requested a parking reduction for five spaces. However, the proposed three non-handicap spaces are only seven feet in width, which is less than the minimum size requirement for a compact space and would not count as a parking space.

Therefore, staff has recommended that the site plan be revised to provide two standard size parking spaces that meet the zoning requirements and a handicap space. A parking reduction of six spaces would be required.

There are specific criteria outlined in the Zoning Ordinance that must be met in order to approve a parking reduction. First, the applicant must demonstrate that providing the required parking would not be feasible. Given that the site is very small and less than 37 feet wide, nine spaces would not be able to fit. Even if all the spaces were eight foot wide compact spaces and no handicap space was provided, only four spaces could be provided.

Second, if the reduction exceeds five spaces, as is the case for this request, a parking management plan shall be included as a condition of approval. The applicant included a number of parking management strategies in the parking study for the site and staff has included a condition that requires these strategies to be in place prior to certificate of occupancy. Such strategies include subsidizing transit fares for employees that use public transportation and promoting transit options at the office. Staff shall review the parking condition after the office building has been occupied for one year and shall docket the matter for consideration by the Planning Commission and City Council if violations or problems are found.

Finally, the special use permit can not approve a reduction to less parking than is currently provided. Although the existing conditions plan shows five spaces in the rear lot, these spaces are only 6.5-7 feet wide and would not be considered a space per the Zoning Ordinance. Furthermore, a handicap accessible space is not provided in the lot as is required by ADA. Therefore, a reduction that allows the parking space size to comply with the Zoning Ordinance while also bringing the site into compliance with ADA standards would be acceptable.

E. Encroachment

The applicant has requested approval of an encroachment for a landscape planter wall and stairs at the front of the building facing N. Washington St. The one foot tall planter wall extends 6.7 feet away from the property line for the length of the building, except in the location of the stairs. The seven foot wide stairs extend 7.9 feet from the property line and provide access to the porch and front building entrance. Currently, a planter wall and stairs encroach in this location, as is the case for a number of other properties in this block. However, an official encroachment ordinance was never approved and since the planter and stairs will be slightly modified, the applicant was required to apply for an encroachment. The new one foot high concrete planter wall will be similar to the original one foot concrete planter wall. However, it will be rounded at the corner near Pendleton Street in order to provide better pedestrian circulation.

F. Pedestrian and Streetscape Amenities

As part of this development, the applicant will be providing several upgrades to the site and surrounding area. Street trees will be provided along Pendleton St., where there are currently none, and the width of the landscape strip will be increased to 4 feet wide. As discussed, the corner of the encroaching planter wall at the corner of Pendleton will be rounded to allow for better pedestrian movement at this intersection, and new plantings will be installed. A decorative

wood fence with brick piers will be installed adjacent to the rear parking lot to screen the view of the lot from the street. Finally, a trash can and bike racks will also be installed near the site.

G. Modification to the Site Plan

The applicant has requested a modification to the 25% crown coverage requirement. A development on a lot this size would be required to provide approximately 850 sf of crown coverage, which is essentially one tree. However, given how small the lot is and the fact that the building and parking lot occupy the majority of the site, a tree can not be accommodated on site. Therefore, the applicant will be required to make a contribution to the Living Landscape Fund. It should also be noted that the applicant will be installing several street trees off-site along Pendleton Street which do not count towards on-site crown coverage, but will increase the crown coverage for this area.

VII. COMMUNITY

The Old Town North Urban Design Committee (UDAC) met in July 2008 and January 2009 to discuss this proposal (see *Attachment #1* for UDAC recommendation). The Committee voted to recommend approval of the development with the recommendations that the fence design be revised for security purposes and the parking management plan be closely reviewed and monitored. Additionally, the applicant provided information to the community groups near this site and presented the proposal to the Inner City Civic Association in January 2009. Finally, as discussed earlier, the Old and Historic Alexandria District Board of Architectural Review held a public hearing on September 17, 2008 to discuss the concept plan for this site, the demolition, and the requested waiver for screening of rooftop equipment.

VIII. CONCLUSION

Staff recommends **approval** of the development site plan and modifications, the encroachment, and the parking reduction special use permit subject to compliance with all applicable codes and the following staff recommendations.

Staff: Faroll Hamer, Director, Planning and Zoning;
Gwen Wright, Chief, Development;
Gary Wagner, Principal Planner;
Katy Parker, AICP, Urban Planner; and
Catherine Miliaras, Urban Planner, Historic Preservation.

IX. GRAPHICS



Figure 1: View of site and Washington Street buildings

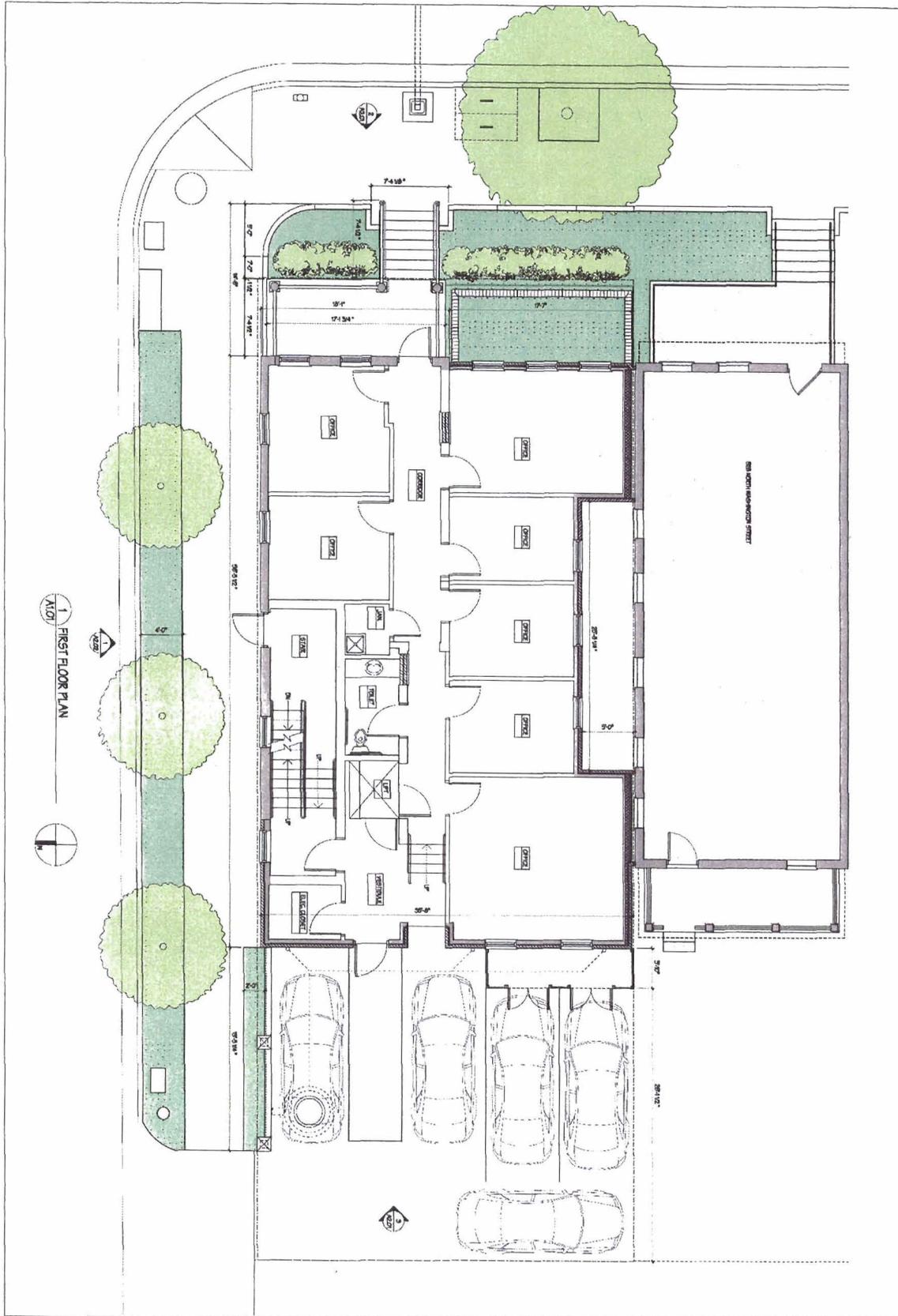


Figure 2: Site Plan



Figure 3: Front Elevation



Figure 4: Rear Elevation

X. STAFF RECOMMENDATIONS

A. GENERAL:

1. The applicant, its successors and assigns, shall provide all improvements depicted on the preliminary site plan dated November 21, 2008 and comply with the following conditions of approval. (P&Z)
2. The final site plan shall be consistent with the plans and conditions of concept approval from the September 17, 2008 Board of Architectural Review approval. (P&Z)

B. BUILDING:

3. The massing, articulation, and general design of the building shall be generally consistent with the drawings and renderings dated October 22, 2008 prepared by Cole and Denny Inc. The final design of the building and other exterior elements, such as fences, walls, and railings, shall be revised as necessary to satisfy the requirements of the Board of Architectural Review for approval of a Certificate of Appropriateness. Color architectural elevations (front, side and rear) shall be submitted with the final site plan. (P&Z)
4. The applicant shall hire a LEED accredited professional as a member of the design and construction team. The LEED-AP shall work with the team to incorporate sustainable design elements and innovative technologies with the goal of achieving LEED Certification under the U.S. Green Building Council; or the LEED-AP shall demonstrate that a minimum of 26 points toward LEED Certification will be achieved. The LEED-AP shall provide a checklist and specific examples of technologies used prior to the release of a building permit and provide verification of methods used prior to issuance of a certificate of occupancy, to the satisfaction of the Directors of P&Z, RP&CA, and T&ES. (P&Z)(RP&CA)(T&ES)
5. The applicant shall work with the City for reuse of leftover, unused, and/or discarded building materials as part of the demolition process. (T&ES)(P&Z)

C. PEDESTRIAN/STREETS/TRAFFIC:

6. The applicant shall provide pedestrian improvements that at a minimum provide the level of improvements depicted on the Preliminary Plan and shall also provide the following to the satisfaction of the Directors of P&Z, RP&CA, and T&ES:
 - a. The applicant shall revise the design of the wood fence with brick piers on Pendleton Street to allow some visibility through to the parking lot for security purposes while still providing screening for the parking lot.
 - b. The landscape strip along the fence on Pendleton St. shall be eliminated or shifted to align with the property line so the sidewalk maintains a consistent width and the planting strip is out of the public right of way. If the strip is shifted, the fence

shall be moved back to accommodate a minimum one (1) foot wide planting strip with smaller shrubs/vines to be installed in the reduced strip.

- c. The applicant shall provide two (2) bicycle parking racks located near the building entrance or in the rear parking lot to the satisfaction of the Director of T&ES. Bicycle parking guidelines can be found at www.alexandriava.gov/bicycleparking.
 - d. The applicant shall install and/or upgrade the ADA accessible pedestrian crossing at the southwest corner of N. Washington St. and Pendleton St. per the latest standards of the City of Alexandria per Memorandum to the Industry No. 03-07 on Accessible Curb Ramps dated August 2, 2007 with truncated domes on the end of the ramp with contrasting color from the rest of the ramp.
 - e. The applicant shall provide \$1,150 to the Director of T&ES for purchase and installation of one trash receptacle to be placed at the corner of N. Washington St. and Pendleton St. as approved by the Director of T&ES. The receptacle shall be Iron Site Bethesda Series, Model SD-42 decorative black metal trash can by Victor Stanley.
 - f. All pedestrian improvements shall be completed prior to the issuance of a certificate of occupancy, unless otherwise required herein. (P&Z) (T&ES) (RP&CA)
7. No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travelways, except as approved by ENC 2008-0005. (T&ES)
 8. All improvements to the City's infrastructure shall be designed and constructed as per the City of Alexandria standards and specifications. (T&ES)
 9. All Traffic Control Device design plans, Work Zone Traffic Control plans, and Traffic Studies shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES)

D. OPEN SPACE/LANDSCAPING:

10. The applicant shall develop, provide, install, and maintain an integrated Landscape Plan that is coordinated with other associated site conditions to the satisfaction of the Directors of P&Z, RP&CA, and T&ES. At a minimum the Landscape Plan shall:
 - a. Provide an enhanced level of detail plantings throughout the site (in addition to street trees). Plantings shall include a simple mixture of seasonally variable, evergreen and deciduous shrubs, ornamental and shade trees, groundcovers and perennials that are horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.
 - b. Provide planting details for all proposed conditions including street trees, multi-trunk trees, shrubs, perennials, and groundcovers. Details must comply with *City of Alexandria Landscape Guidelines*.
 - c. In compliance with *City of Alexandria Landscape Guidelines*, provide required landscape notes on drawings.

- d. In compliance with *City of Alexandria Landscape Guidelines*, provide landscape drawings prepared and sealed by a Landscape Architect that is certified to practice in the Commonwealth of Virginia.
 - e. All plantings in the Right of Way including shrubs, grass and trees (with the exception of the street trees along Pendleton St.) shall be maintained in perpetuity by the property applicant/owner/successor. (P&Z)(RP&CA)(T&ES)
11. The following modifications to the Landscape Plan and supporting drawings are required:
- a. Provide species cultivar for *Acer rubrum* as "Red Sunset". Street trees shall be Shade Trees Type II, 3.5-4.0 inches in caliper in compliance with *City of Alexandria Landscape Guidelines*.
 - b. Extend grass planting strip along Pendleton St. approximately 6 feet east/toward N. Washington St. to align with face of proposed porch.
 - c. Provide 4 equally spaced street trees along Pendleton Street
 - d. Delete *Tilia americana* from plant list.
 - e. Provide species substitution for *Ilex crenata* with a hardy evergreen such as *Prunus lauroceracus* x "schipkaensis", 24-30 inch size at 30 inches on-center.
 - f. Provide species cultivar for *Buxus microphylla*. Provide plants at 24 inch size at 30 inches on-center.
 - g. Provide specifications for evergreen groundcover or low plantings in proposed planters and window well area on N. Washington St.
 - h. Provide steel edging along south side of proposed planter on N. Washington St.
 - i. All turf areas shall be grass sod. (RP&CA)
12. Provide a site irrigation/water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA and Code Administration.
- a. Plan shall demonstrate that all parts of the site can be accessed by a combination of building mounted hose bibs and ground set hose connections.
 - b. Provide one accessible external water hose bibs at the front of the building.
 - c. Hose bibs and ground set water connections must be fully accessible and not blocked by plantings, site utilities or other obstructions.
 - d. All lines beneath paved surfaces shall be installed as sleeved connections.
 - e. Locate water sources and hose bibs in coordination with City Staff. (RP&CA)
13. Per applicant note on Sheet 6, prior to release of the Final Site Plan, the applicant shall provide a monetary contribution in lieu of required crown coverage to the City of Alexandria's Living Landscape Fund. Reference DSUP number and project name in correspondence. (RP&CA)
14. Provide material, finishes, and architectural details for retaining/planter walls and fences. Indicate methods for grade transitions, directional changes, above and below grade conditions. Design and construction not subject to the approval of a Certificate of Appropriateness shall be to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. (RP&CA)(P&Z)(T&ES)

E. TREE PROTECTION AND PRESERVATION:

15. The applicant shall contract with a professional tree save/preservation company and/or contractor to provide, implement and follow a tree conservation and protection program that is developed in compliance with the *City of Alexandria Landscape Guidelines* and to the satisfaction of the Directors of P&Z, RP&CA, and the City Arborist. (RP&CA)
16. On drawings, provide tree protection zones along N. Washington St. in compliance with Section I of *City of Alexandria Landscape Guidelines* including field review by the City Arborist prior to commencement of land disturbing activity or modification of previously approved procedures.
 - a. Quercus Sp. along N. Washington St. shall be retained. Measures shall be undertaken to protect and maintain the tree to satisfaction of the National Park Service and City Arborist.
 - b. Applicant shall provide methods and recommendations for protection and preservation of the street tree along N. Washington St. as prepared by an ISA certified Arborist. Arborist report shall be submitted to the City for approval prior to release of the final site plan.
 - c. Penalties for damage to the existing tree shall be in compliance with *City of Alexandria Landscape Guidelines*. (RP&CA)

F. SITE PLAN:

17. All applicable easements and dedications shall be submitted as part of the submission for first final site plan and shall be approved and recorded prior to the release of the final site plan. (P&Z)
18. Show all existing and proposed public and private utilities and easements on the final site plan and provide a descriptive narration of various utilities. (T&ES)
19. All private utilities shall be located outside of the public right-of-way and public utility easements. (T&ES)
20. All secondary utilities serving the site shall be undergrounded. (T&ES)
21. Provide a lighting plan with the final site plan to verify that lighting meets City standards at the rear of the building and from the north building wall to the south side of the Pendleton Street public right-of-way adjacent to the building. Additional on-site lighting may be required to meet the standards. The plan shall be to the satisfaction of the Directors of T&ES, P&Z, and RP&CA in consultation with the Chief of Police and shall include the following:
 - a. Clearly show location of all existing and proposed street lights and site lights, shading back less relevant information;
 - b. A lighting schedule that identifies each type and number of all fixtures, mounting height, and strength of fixture in Lumens or Watts;
 - c. Manufacturer's specifications and details for all proposed fixtures; and

- d. A photometric plan with lighting calculations that include all existing and proposed light fixtures, including any existing street lights located on the south side of Pendleton Street adjacent to the project. Photometric calculations must extend from the proposed northern building face to 20 feet beyond the southern right-of way line of Pendleton Street adjacent to the property (approximately the centerline) and 10 feet beyond the property line on all adjacent properties.
 - e. The site lighting plan shall be coordinated with architectural/building mounted lights, site lighting, street trees and street lights and minimize light spill into adjacent residential areas.
 - f. Provide numeric summary for the areas within the photometric study area.
 - g. Full cut-off lighting shall be used at the development site to prevent light spill onto adjacent properties.
 - h. Detail information indicating proposed light pole and footing in relationship to adjacent grade or pavement. All light pole foundations, if any, shall be concealed from view.
 - i. Provide location of conduit routing between site lighting fixtures. Locate to avoid conflicts with street trees.
 - j. Explore providing motion lighting in the parking lot at the rear of the building for security. (P&Z)(T&ES)(Police)(RP&CA)
22. If more than one use or tenant will be accommodated in the building, the applicant shall submit a unit numbering plan for each floor with the first final site plan, identifying the locations of each use or tenant space. (P&Z)

G. SIGNAGE:

23. A freestanding development sign shall be prohibited. (P&Z)
24. A temporary informational sign shall be installed on the site prior to the approval of the final site plan for the project and shall be displayed until construction is complete 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)(T&ES)
25. All public notice signage erected by the applicant prior to the public hearing(s) shall be removed within 10 days of the completion of the public hearing process for the project. (P&Z)

H. CONSTRUCTION:

26. The applicant shall identify a person who will serve as a liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual, shall be provided in writing to residents, property managers, and business owners whose property abuts the site, and shall be placed on the project sign, to the Directors of P&Z and T&ES. (P&Z)(T&ES)

27. The applicant shall submit a detailed construction management plan for review and approval by the Directors of P&Z, T&ES, and Code Administration prior to release of the building permit for the project. At a minimum, the plan shall include the following:
 - a. A location for off-street parking for all construction employees during all stages of construction, provided at no cost for the employee, which may include applicable provisions such as shuttles or other methods deemed necessary by the City;
 - b. A plan for temporary pedestrian and vehicular circulation;
 - c. The overall schedule for construction and the hauling route;Copies of the plan shall be posted in the construction trailer or office and given to each subcontractor before they commence work. If the plan is found to be violated during the course of construction, citations will be issued for each infraction and a correction notice will be forwarded to the applicant. If the violation is not corrected within five (5) calendar days, a "stop work order" will be issued, with construction halted until the violation has been corrected. (P&Z)(T&ES)(Code)
28. Prior to commencing clearing and grading of the site, the applicant shall hold a meeting with notice to all adjoining property owners and Inner City Civic Association to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction. The Departments of P&Z and T&ES shall be notified of the date of the meeting before the building permit is issued. (P&Z)(T&ES)
29. A pre-construction walk/survey of the site shall occur with Construction and Inspection Staff to document existing conditions prior to any land disturbing activity. If the curb, gutter, and sidewalk adjacent to the proposed development are damaged during construction then the applicant shall repair the same to the satisfaction of Director of T&ES. (T&ES)
30. A "Certified Land Disturber" (CLD) shall be named in a letter to the Division Chief of C&I prior to any land disturbing activities. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. A note to this effect shall be placed on the Phase I Erosion and Sediment Control sheets on the site plan. (T&ES)
31. No major construction staging will be allowed along N. Washington Street or Pendleton Street. The applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. (T&ES)
32. The T&ES Department is concerned about the limits of excavation relative to the property lines. Any structural elements that extend into public right of way, including but not limited to footings, foundations, etc., must be approved by the Director of T&ES, except as approved by ENC 2008-0005. (T&ES)
33. During the construction phase of this development, the site developer, their contractor, certified land disturber, or owners other agent 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 all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of T&ES and Code Administration. All wastes shall be properly disposed offsite in accordance with all applicable federal, state and local laws. (T&ES)

34. A temporary construction trailer shall be permitted, subject to the approval of the Director of P&Z. The trailer may not block the entrance to the alley and shall be removed prior to the issuance of a certificate of occupancy for the building. (P&Z)
35. The applicant shall submit a wall check to the Department of P&Z prior to the commencement of framing for the building. The wall check shall include the building footprint, as depicted in the approved final site plan, the top-of-slab elevation and the first floor elevation. The wall check shall be prepared and sealed by a registered engineer or surveyor, and shall be approved by the City prior to commencement of framing. (P&Z)
36. As part of the request for a certificate of occupancy, the applicant shall submit a height certification and a location survey for all site improvements to the Department of P&Z. The height certification and the location survey shall be prepared and sealed by a registered architect, engineer, or surveyor. The height certification shall state that the height was calculated based on all applicable provisions of the Zoning Ordinance. (P&Z)

I. PARKING:

37. The site plan shall be revised to provide three (3) standard parking spaces (including one handicap accessible space) in the rear parking lot. The applicant shall show the parking layout per the requirements of the Zoning Ordinance and show turning movements of standard vehicles in the parking lot per the latest AASHTO vehicular guidelines and to the satisfaction of the Director of T&ES. (P&Z) (T&ES)
38. For all employees who use Metro, Metrobus, DASH or another form of mass transit to work, the applicant shall subsidize the fares for mass transit up to \$40 per employee per month. The applicant shall demonstrate compliance with this condition prior to Certificate of Occupancy and make this information readily available to all employees. (P&Z)
39. The Director of Planning and Zoning shall review the parking condition after the facility has been operational for one year and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions or (b) the Director has determined that there are problems with the parking and that new or revised conditions for the parking are needed. (P&Z)

J. STORMWATER:

40. All stormwater designs that require analysis of pressure hydraulic systems, including but not limited to the design of flow control structures and storm water flow conveyance systems shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. The design of storm sewer shall include the adequate outfall, inlet, and hydraulic grade line (HGL) analyses that shall be completed to the satisfaction of the Director of T&ES. Provide appropriate reference and/or source used to complete these analyses. If applicable, the Director of T&ES may require resubmission of all plans that do not meet this standard. (T&ES)
41. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)
42. The project site lies within the City's Combined Sewer District. Proposed stormwater management and compliance with the City's Chesapeake Bay Program shall be coordinated with City's policy for management of stormwater discharge within the Combined Sewer District. (T&ES)
43. The stormwater collection system is located within the Potomac River watershed. All on-site stormwater curb inlets and public curb inlets within 50 feet of the property line shall be duly marked using standard City markers, or to the satisfaction of the Director of T&ES. (T&ES)
44. The City of Alexandria's stormwater management regulations regarding water quality are two-fold: first, phosphorus removal requirement and second, water quality volume default. Compliance with the phosphorus requirement does not relieve the applicant from the water quality default requirement. The water quality volume determined by the site's proposed impervious area shall be treated in a Best Management Practice (BMP) facility. (T&ES)
45. Provide BMP narrative and complete pre and post development drainage maps that include areas outside that contribute surface runoff from beyond project boundaries to include adequate topographic information, locations of existing and proposed storm drainage systems affected by the development, all proposed BMP's and a completed Worksheet A or B and Worksheet C, as applicable. (T&ES)
46. The storm water 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:
 - Constructed and installed as designed and in accordance with the approved Final Site Plan.
 - Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized. (T&ES)

47. The Applicant shall submit a storm water quality BMP Maintenance Agreement with the City to be reviewed as part of the Final #2 Plan. It must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the final site plan. (T&ES)
48. Prior to release of the performance bond, a copy of the Operation and Maintenance Manual shall be submitted to the Division of Environmental Quality on digital media. (T&ES)

K. WASTEWATER / SANITARY SEWERS:

49. All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
50. The project lies within the Combined Sewer area; therefore, the applicant shall contribute the sum of \$7,000 to the City's Combined Sewer Separation Fund. The contribution shall be paid in two equal installments. The first installment shall be due before the release of the Final Site Plan and the second installment shall be due before the issuance of a certificate of occupancy for the building. The contribution shall be credited against a future City Special Combined Sewer Separation Assessment. (T&ES)

L. SOLID WASTE:

51. The applicant shall provide the location of the solid waste disposal and recycling containers and the turning movements of a trash truck. The storage space shall be provided for the solid waste and recyclable material containers as outlined in the City's "*Solid Waste and Recyclable Materials Storage Space Guidelines*", or to the satisfaction of the Director of T&ES. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: www.alexandriava.gov or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
52. The applicant shall contract with a commercial collector to pick up solid waste, as defined by the City Charter and Code of the City of Alexandria, which contract shall provide that the solid waste is delivered to the Covanta Energy Waste Facility located at 5301 Eisenhower Avenue. A note to that effect shall be included on the plan. The developer further agrees to stipulate in any future lease or property sales agreement that all tenants and/or property owners shall also comply with this requirement. (T&ES)
53. Applicants will be required to submit a Recycling Implementation Plan form to the Solid Waste Division, as outlined in Article H to Title 5 (Ordinance Number 4438), which requires all commercial properties to recycle. (T&ES)

M. NOISE:

54. All exterior building mounted loudspeakers are prohibited. (T&ES)

N. AIR POLLUTION:

55. Contractors shall not cause or permit diesel vehicles to idle for more than 10 minutes when parked. (T&ES)

O. ARCHAEOLOGY:

56. To insure that significant information is not lost as a result of the current development project, the applicant shall hire an archaeological consultant to complete a Documentary Study and an Archaeological Evaluation. A draft Documentary Study has been completed. Revisions requested by Alexandria Archaeology to the draft Documentary Study shall be incorporated into the final Archaeological Evaluation Report. The Archaeological Evaluation fieldwork shall be completed in concert with construction activities according to a Scope of Work prepared by the archaeological consultant and approved by Alexandria Archaeology. If significant resources are discovered, the consultant shall complete a Resource Management Plan, as outlined in the *City of Alexandria Archaeological Standards*. Preservation measures presented in the Resource Management Plan, as approved by the City Archaeologist, will be implemented.
57. The statements in the archaeology conditions below shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements:
- a. All required archaeological preservation measures shall be completed prior to ground-disturbing activities (such as coring, grading, filling, vegetation removal, undergrounding utilities, pile driving, landscaping and other excavations as defined in Section 2-151 of the Zoning Ordinance) or a Scope of Work approved by Alexandria Archaeology must be in place to recover significant resources in concert with construction activities. To confirm, call Alexandria Archaeology at (703) 838-4399.
 - b. The applicant/developer shall call Alexandria Archaeology immediately (703-838-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
 - c. The applicant/developer shall not allow any metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.
58. The final site plan shall not be released until the City Archaeologist confirms that all archaeological field work has been completed or that an approved Resource Management Plan is in place.
59. Certificates of occupancy will not be issued for this property until the final archaeological report has been received and approved by the City Archaeologist.

P. ENCROACHMENT

60. The applicant (and his/her successors, if any) must obtain and maintain a policy of general liability insurance in the amount of \$1,000,000, which will indemnify the applicant (and his /her successors, if any) and the City of Alexandria, as an additional named insured, against all claims, demands, suits, etc., and all costs related thereto, including attorney fees, relating to any bodily injury or property damage which may occur as a result of the granting of this encroachment. (T&ES)
61. Neither the City nor any Private utility company will be held responsible for damage to the private improvements in the public right-of-way during repair, maintenance or replacement of any utilities that may be located within the area of the proposed encroachment. (T&ES)
62. In the event the City shall, in the future, have need for the area of the proposed encroachment, the applicant shall remove any structure that encroached into the public right-of-way, within 60 days, upon notification by the City. (T&ES)

CITY DEPARTMENT CODE COMMENTS

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

Transportation and Environmental Services:

- F-1 The plan shall clarify how the porch area is receiving treatment from a BMP device so that 100% of the WQV is treated. (OEQ)
- F-2 Since the record drawings, maps, and other documents of the City of Alexandria, State, and Federal agencies show the true north pointing upwards, therefore, the Site Plan shall show the true north arrow pointing upward as is customary; however, for the sake of putting the plan together and/or ease of understanding, the project north arrow pointing upward, preferably east, or west may be shown provided it is consistently shown in the same direction on all the sheets with no exception at all. The north arrow shall show the source of meridian. The project north arrow pointing downward will not be acceptable even if, it is shown consistently on all the sheets. (T&ES)
- F-3 The plan shall show sanitary and storm sewer, and water line in plan and profile in the first final site plan submission and cross reference the sheets on which the plan and profile is shown, if plan and profile is not shown on the same sheet. Clearly label the sanitary and storm sewer, or water line plans and profiles. Provide existing and proposed grade elevations along with the rim and invert elevations of all the existing and proposed sanitary and storm sewer at manholes, and water line piping at gate wells on the respective profiles. Use distinctive stationing for various sanitary and storm sewers (if applicable or required by the plan), and water line in plan and use the corresponding stationing in respective profiles. (T&ES)
- F-4 The Plan shall include a dimension plan with all proposed features fully dimensioned and the property line clearly shown. (T&ES)
- F-5 Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F-6 All storm sewers shall be constructed to the City of Alexandria standards and specifications. The minimum diameter for storm sewers shall be 18-inches in the public Right of Way (ROW) and the minimum size storm sewer catch basin lead shall be 15". The acceptable pipe material will be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 or Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. For roof drainage system, Polyvinyl Chloride (PVC) ASTM 3034-77 SDR 35 and ASTM 1785-76 Schedule 40 pipes will be acceptable. The acceptable minimum and maximum velocities will be 2.5 fps and 15 fps, respectively. The storm sewers immediately upstream of the first manhole in the public Right of Way shall be owned and maintained privately (i.e., all storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES)

- F-7 All sanitary sewers shall be constructed to the City of Alexandria standards and specifications. The minimum diameter of sanitary sewers shall be 10" in the public Right of Way and sanitary lateral 6". The acceptable pipe materials will be Polyvinyl Chloride (PVC) ASTM 3034-77 SDR 35, ASTM 1785-76 Schedule 40, Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52, or reinforced concrete pipe ASTM C-76 Class IV (For 12" or larger diameters); however, RCP C-76 Class III pipe may be acceptable on private properties. The acceptable minimum and maximum velocities will be 2.5 fps and 10 fps, respectively. Lateral shall be connected to the sanitary sewer through a manufactured "Y" or "T" or approved sewer saddle. Where the laterals are being connected to existing Terracotta pipes, replace the section of main and provide manufactured "Y" or "T", or else install a manhole. (T&ES)
- F-8 Lateral Separation of Sewers and Water Mains: A horizontal separation of 10' (edge to edge) shall be provided between a storm or sanitary sewer and a water line; however, if this horizontal separation cannot be achieved then the sewer and water main shall be installed in separate trenches and the bottom of the water main shall be at least 18" above of the top of the sewer. If both the horizontal and vertical separations cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. (T&ES)
- F-9 Maintenance of Vertical Separation for Crossing Water Main Over and Under a Sewer: When a water main over crosses or under crosses a sewer then the vertical separation between the bottom of one (i.e., sewer or water main) to the top of the other (water main or sewer) shall be at least 18"; however, if this cannot be achieved then both the water main and the sewer shall be constructed of Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 with joints that are equivalent to water main standards for a distance of 10 feet on each side of the point of crossing. A section of water main pipe shall be centered at the point of crossing and the pipes shall be pressure tested in place without leakage prior to installation. Sewers crossing over the water main shall have adequate structural support (concrete pier support and/or concrete encasement) to prevent damage to the water main. Sanitary sewers under creeks and storm sewer pipe crossings with less than 6" clearance shall be encased in concrete. (T&ES)
- F-10 No pipe shall pass through or come in contact with any part of sewer manhole. Manholes shall be placed at least 10 feet horizontally from the water main whenever possible. When local conditions prohibit this horizontal separation, the manhole shall be of watertight construction and tested in place. (T&ES)
- F-11 Crossing Existing or Proposed Utilities: Underground telephone, cable T.V., gas, and electrical duct banks shall be crossed maintaining a minimum of 12" of separation or clearance with water main, sanitary, or storm sewers. If this separation cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. Sewers and water main crossing over the utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES)

- F-12 The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES)
- C-1 Per the requirements of the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development storm water flow from the site is reduced from the pre-development flow. The Plan shall demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES)
- C-2 Per the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, the applicant shall comply with the peak flow requirements and prepare a Stormwater Management Plan so that from the site, the post-development peak runoff rate from a two-year storm and a ten-year storm, considered individually, shall not exceed their respective predevelopment rates. If combined uncontrolled and controlled stormwater outfall is proposed, the peak flow requirements of the Zoning Ordinance shall be met. (T&ES)
- C-3 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer outfall as per the requirements of Memorandum to the industry on Downspouts, Foundation Drains, and Sump Pumps, Dated June 18, 2004 that is available on the City of Alexandria's web site. The downspouts and sump pump discharges shall be piped to the storm sewer outfall, where applicable after treating for water quality as per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). (T&ES)
- C-4 In compliance with the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a sanitary sewer adequate outfall analysis as per the requirements of Memorandum to Industry No. 02-07 New Sanitary Sewer Connection and Adequate Outfall Analysis dated June 1, 2007. (T&ES)
- C-5 In the event that Section 5-1-2(12b) of the City Charter and Code is amended to designate multi-family dwellings in general, or multi-family dwellings when so provided by SUP, as Required User Property [as defined in 5-1-2(12b) of the City Charter and Code], then refuse collection shall be provided by the City for the condominium portion of this plan. (T&ES)
- C-6 Americans with Disability Act (ADA) ramps shall comply with the requirements of Memorandum to Industry No. 03-07 on Accessible Curb Ramps dated August 2, 2007 with truncated domes on the end of the ramp with contrasting color from the rest of the ramp. A copy of this Memorandum is available on the City of Alexandria website. (T&ES)
- C-7 Bond for the public improvements must be posted prior to release of the plan. (T&ES)

- C-8 All downspouts must be connected to a storm sewer by continuous underground pipe. (T&ES)
- C-9 The sewer tap fee must be paid prior to release of the plan, if a new connection is made or else get the sewer lateral televised to demonstrate that the sanitary lateral is in a good condition. (T&ES)
- C-10 Plans and profiles of utilities and roads in public easements and/or public Right of Way must be approved prior to release of the plan. (T&ES)
- C-11 All drainage facilities must be designed to the satisfaction of T&ES. Drainage divide maps and computations must be provided for approval. (T&ES)
- C-12 Provide a phased erosion and sediment control plan consistent with grading and construction plan.
- C-13 Per the Memorandum to Industry, dated July 20, 2005, the applicant is advised regarding a requirement that applicants provide as-built sewer data as part of the final as-built process. Upon consultation with engineering firms, it has been determined that initial site survey work and plans will need to be prepared using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Control points/Benchmarks which were used to establish these coordinates should be referenced on the plans. To insure that this requirement is achieved, the applicant is requested to prepare plans in this format including initial site survey work if necessary. (Site Plans)
- C-14 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-15 The applicant must comply with the Article XIII of the City of Alexandria Zoning Ordinance, which includes requirements for storm water pollutant load reduction, treatment of the water quality volume default, and storm water quantity management.
- C-16 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-17 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 state requirement for a VSMP permit for land disturbing activities greater than 2500 SF.

Code Administration:

- F-1 The proposed project impacts on existing window openings for the adjacent property on the north interior lot line. The applicant shall meet with Code Administration Engineering section to resolve this conflict. Proposed construction shall comply with C-1 below. **The design shall be reviewed by plan review staff for compliance during the building permit process.**
- F-2 Verification is required from the adjacent property owner affected in F-1 above that the existing windows are not Code requirements for ventilation or emergency egress. **The applicant has attached a letter regarding the ventilation/ egress requirement as well as a letter from the adjacent neighbor at 528 N. Washington Street, which endorses the proposed design.**
- C-1 All exterior walls within 5 feet from an interior property line shall have a fire resistance rating of 1 hour, from both sides, with no openings permitted within the wall. As alternative, a 2 hour fire wall may be provided. (USBC 704.5). **The applicant states that the windowed portion of the exterior wall is 5'-1" from the property line per table 704.8 of the USBC. The design shall be reviewed by Code Administration plan review staff during the building permit process.**
- C-2 Additions and alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit (USBC 108.1). Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application (USBC 109.1). **Acknowledged by applicant.**
- C-3 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property. **The applicant will install a BMP per sheets 4 and 5.**
- C-4 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). **The applicant indicates that the project conforms to USBC 2006 and mentioned in Note #16 on sheet 4.**
- C-5 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC). **The applicant indicates that the project conforms to USBC 2006 and mentioned in Note #16 on sheet 4. The applicant shall have alterations conform to the current edition of the USBC.**
- C-6 Construction permits are required for this project. Plans shall accompany the permit application that fully details the construction as well as layouts and schematics of the mechanical, electrical, and plumbing systems. **Acknowledged by applicant.**
- C-7 Permission from adjacent property owners is required if access to the adjacent properties is required to complete the proposed construction. Otherwise, a plan shall be submitted

to demonstrate the construction techniques utilized to keep construction solely on the referenced property. **The applicant intends to provide the adjacent property owner's approval at the time of building plan review.**

- C-8 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Administration that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers. **Acknowledged by applicant.**
- C-9 A wall location plat prepared by a land surveyor is required to be submitted to this office prior to requesting any framing inspection. **Refer to note #39 on sheet 2.**
- C-10 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided. **Acknowledged by applicant.**

Archaeology:

- C-1 All required archaeological preservation measures shall be completed in compliance with Section 11-411 of the Zoning Ordinance.
- F-1 This development property is located on the City block that was part of the late 18th/early 19th-century estate of John Dundas, a prominent citizen and early mayor of the town. Known as Dundas Castle or Castle Thunder, the mansion that stood on the block was constructed on the south side of Pendleton Street for Dundee by Newton Keene between 1785 and 1790. The estate had extensive gardens and towering trees and was surrounded by a picket fence. At least two out-buildings were present on the block; these are shown on an 1853 lithograph and on the 1877 G.M. Hopkins insurance atlas. The structure was abandoned after the Civil War and continued to decay until it was razed in 1903. The current development property would have been part of a side yard of the mansion. It does not appear to have been the site of subsequent development. This area has the potential to yield archaeological resources that could provide insight into life residential life in the late 18th/early 19th-century Alexandria.

Attachment #1 – UDAC Recommendation

DATE: MARCH 25, 2009
TO: CHAIRMAN AND MEMBERS OF THE PLANNING COMMISSION
FROM: SALLY ANN GREER, UDAC CHAIR
SUBJECT: DSP 2007-0011 – PROPOSED ADDITION TO OFFICE BUILDING AT 532 N. WASHINGTON

The Old Town North Urban Design Advisory Committee (UDAC) met to review the proposal for an addition to the office building at 532 N. Washington Street on July 7, 2008 and January 12, 2009. At these two meetings, the Committee discussed several issues with the applicant, including: the parking reduction; safety concerns regarding the location, height, and design of the fence that screens the parking area; screening of rooftop mechanical units; the extent of the encroachment; and the impact to the adjacent existing building along Washington Street.

Following these discussions, the Committee unanimously voted to **recommend approval** of this proposal subject to the following:

1. The applicant shall be required to implement measures mitigate the potential impact of the parking reduction such as subsidizing transit and providing information to employees about transit options.
2. The fence shall be designed to address safety concerns by reducing the height or providing some permeability in the design (such as a board on board style fence).

APPLICATION for
DEVELOPMENT SPECIAL USE PERMIT with SITE PLAN
DSUP #2007-0011

PROJECT NAME: 532 North Washington Street Office Building

PROPERTY LOCATION: 532 North Washington Street, Alexandria, Virginia

TAX MAP REFERENCE: 064.02 03 07

ZONE: OC-Office Commercial

APPLICANT NAME: North Parkway, LLC

ADDRESS: c/o Falston Development
578 23rd Street South, Arlington, Virginia 22202

PROPERTY OWNER NAME: North Parkway, LLC

ADDRESS: c/o Falston Development
578 23rd Street South, Arlington, Virginia 22202

SUMMARY OF PROPOSAL: Development Special Use Permit to construct a 2,000 square foot addition to the existing commercial office building at 532 North Washington Street.

MODIFICATIONS REQUESTED: Modification of the required onsite landscape crown coverage requirements of §11-410(cc)(2) of the Alexandria Zoning Ordinance, 1992, as amended (the "Ordinance").

SUP's REQUESTED: Parking Reduction Special Use Permit from the onsite parking requirements for commercial office use (§8-200(B) of the Ordinance).

THE UNDERSIGNED hereby applies for Development Site Plan, with Special Use Permit, approval in accordance with the provisions of Title 7, Chapter 5 of the Code 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 their knowledge and belief.

Land, Clark, Carroll, Mendelson & Blair, P.C.

Duncan W. Blair, Esquire

Print Name of Applicant or Agent



Signature

524 King Street

Mailing/Street Address

(703) 836-1000

Telephone #

(703) 549-3335

Fax #

dlblair@landclark.com

E-mail:

Alexandria, Virginia 22314

City and State

Zip Code

October 20, 2008

Date

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

Application Received: _____

Received Plans for Completeness: _____

Fee Paid & Date: \$ _____

Received Plans for Preliminary: _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

Development Special Use Permit with Site Plan (DSUP) # 2007-0011

All applicants must complete this form.

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

1. The applicant is *(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.

North Parkway, LLC is a Virginia limited liability company. The individuals owning an interest in excess of ten percent (10%) in the limited liability company are: Shiang Chan, 6127 Ramshorn Drive, McLean, Virginia 22101 and Tung Chan, 6127 Ramshorn Drive, McLean, Virginia 22101.

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.

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)

North Parkway, LLC, a Virginia limited liability company, is requesting a Development Special Use Permit to construct a 3,000 square foot addition to its existing office building at 532 North Washington Street. On September 17, 2008, the Old and Historic District Board of Architectural Review approved the conceptual design of the proposed addition and modifications to the existing office building, and determined that the design complied with the Washington Street Design Architectural Standards (BAR Case #2008-0115).

Special Use Permit:

- a) **Request for a Parking Reduction Special Use Permit from nine (9) parking spaces to five (5) hybrid parking spaces.**

Modification:

- b) **Modification of the required onsite landscaping crown coverage.**

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

Not Applicable.

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

Not Applicable.

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

Day:

Hours:

Not Applicable.

Development Special Use Permit with Site Plan (DSUP) # 2007-0011

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

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

All mechanical equipment will be selected and located on the property to comply with noise levels permitted by the Alexandria City Code.

B. How will the noise from patrons be controlled?

Not Applicable.

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

Not Applicable.

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

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

The type of trash and garbage that will be generated by the project will be of the type and volume generally associated with office use.

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

The office use of the property will not generate an extraordinary volume of trash and garbage. Storage of trash, garbage and recycling facilities will be accommodated onsite in an enclosed area.

C. How often will trash be collected?

Trash and garbage will be collected by a commercial collector on a regular schedule.

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

The management of the project will maintain and police the public areas of the project and adjacent rights-of-ways.

Development Special Use Permit with Site Plan (DSUP) # 2007-0011

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:

Small quantities of organic compounds, generally recognized to be appropriate for use by commercial office buildings, will be stored, used as solvents, and disposed of in accordance with applicable regulations.

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:

Small quantities of organic compounds, generally recognized to be appropriate for use by commercial office buildings, will be stored, used as solvents, and disposed of in accordance with applicable regulations.

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

Street access is adequate and no public right of way improvements are required.

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. Please provide information regarding the availability of off-street parking:

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

Nine (9) parking spaces are required.

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

_____	Standard spaces
_____	Compact spaces
<u> 1 </u>	Handicapped accessible spaces
<u> 4 </u>	Other
5	Total

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

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

Five (5) parking spaces are provided on the surface parking area at the rear of the proposed office building.

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

A. How many loading spaces are required for the use, per section 8-200 (B) of the

Zoning ordinance? **None.**

Development Special Use Permit with Site Plan (DSUP) # 2007-0011

B. How many loading spaces are available for the use? **Not applicable.**

C. Where are off-street loading facilities located? **Not applicable.**

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

Not applicable.

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

Not applicable.

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?

Yes.

**APPLICATION - SUPPLEMENTAL
PARKING REDUCTION**

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

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

North Parkway, LLC is requesting a Parking Reduction Special Use Permit from the required nine (9) parking spaces to five (5) hybrid spaces.

2. Provide a statement of justification for the proposed parking reduction.

North Parkway, LLC engaged Wells + Associates to conduct a parking study of the surrounding area to determine the availability on street and off street. The report concluded the parking reduction would have a negligible impact on the surrounding road way network and parking supply.

3. Why is it not feasible to provide the required parking?

The Property at 532 North Washington Street does not have sufficient land area for additional surface parking and below grade parking is not feasible.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

_____ Yes. X No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a **Parking Management Plan** which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

Not applicable.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.

See the attached Parking Study prepared by Wells + Associates.

APPLICATION: ENCROACHMENT

ENC # 2008-0005

PROPERTY LOCATION: 532 North Washington Street, Alexandria, Virginia

TAX MAP REFERENCE: 064.02 03 07

ZONE: OC-Office Commercial

APPLICANT'S NAME: North Parkway, LLC

ADDRESS: c/o Falston Development, 578 23rd Street South, Arlington, Virginia 22202

PROPERTY OWNER NAME: North Parkway, LLC

ADDRESS: c/o Falston Development, 578 23rd Street South, Arlington, Virginia 22202

ENCROACHMENT DESCRIPTION: Request for adoption of an encroachment ordinance to permit the encroachment of a stairway, planting area and fence into the North Washington Street public right of way adjacent to 532 North Washington Street.

INSURANCE CARRIER (copy attached) Lloyd's of London POLICY # TMASVAC028914

A certificate of general liability insurance in the amount of \$1,000,000 which will indemnify the owner and names the city as an additional insured must be attached to this application.

THE UNDERSIGNED hereby applies for an Encroachment Ordinance in accordance with the provisions of Section 8-1-16 and Sections 3-2-82 and 85 of the Code of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby applies for an Administrative Use Permit in accordance with the provisions of Article VI, Section 6-600 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

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Land, Clark, Carroll, Mendelson & Blair, P.C.

Duncan W. Blair, Esquire

Print Name of Applicant or Agent



Signature

524 King Street, Alexandria, Virginia 22314

Mailing Address

703 836-1000

Telephone Number

703 549-3335

FAX Number

dblair@landclark.com

Email Address

October 20, 2008

date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Application Received: _____

Date and Fee Paid: \$ _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CG 20 13 11 85

**ADDITIONAL INSURED -
STATE OR POLITICAL SUBDIVISIONS - PERMITS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State or Political Subdivision:

CITY OF ALEXANDRIA
301 KING STREET
ALEXANDRIA, VA 22314

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following additional provision.

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction,

erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, holstaway openings, sidewalk vaults, street banners or decorations and similar exposures; or

2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

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2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

LAND, CLARK, CARROLL, MENDELSON AND BLAIR, P.C.
Attorneys & Counsellors at Law
524 KING ST.
ALEXANDRIA, VA 22314-3104

6
4-18-09

H. CARTER LAND, III
JAMES C. CLARK
F. ANDREW CARROLL, III
RICHARD S. MENDELSON
DUNCAN W. BLAIR

.....
(703) 836-1000

FACSIMILE
(703)549-3335

April 17, 2009

The Honorable William D. Euille, Mayor
Members of the Alexandria City Council
City of Alexandria
301 King Street
City Hall, Room 2300
Alexandria, Virginia 22314

HAND DELIVERED AND PDF

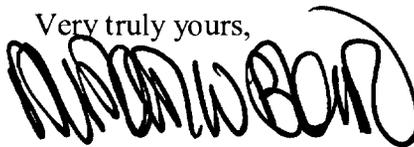
**In re: April 18, 2009 City Council Public Hearing
Docket Item No. 17
532 North Washington Street – SUP #2008-0084**

Dear Mayor Euille:

I am writing on behalf of our client, North Parkway, LLC, to request consideration of the above-referenced matter be deferred until the City Council's public hearing on Saturday, May 16, 2009.

Thank you for your consideration.

Very truly yours,



Duncan W. Blair

DWB:klEuille-Falston deferral 0409

cc: Tony Chan
Faroll Hamer, Director, Planning & Zoning
Jackie Henderson, City Clerk
Gwen Wright
Gary Wagner
Katie Parker
Sharon Swann
R. J. Kaller
John Cole

SPEAKER'S FORM

DOCKET ITEM NO. 6

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

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

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

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

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

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

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