

EXHIBIT NO. 1

City of Alexandria, Virginia

16
3-26-02

MEMORANDUM

DATE: MARCH 22, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER ^S

SUBJECT: SPECIAL USE PERMIT #2002-0138 FOR 1400 DUKE STREET (DOCKET ITEM #16)

As the attached letter indicates, the broker for the property at 1400 Duke Street has withdrawn from negotiating with the City for the property, and has removed the property from the "available market." The letter states that the City will be informed in approximately three months as to the availability of the building.

In light of this, I recommend that this item be deferred. On Tuesday evening, I can discuss the length of the deferral.

Attachment

cc: Alexandria Community Services Board Members
William Claiborn, Director, Mental Health, Mental Retardation and Substance Abuse
Edward Mandley, Director, General Services

Thomas B. Bogness, Realty
Commercial Real Estate Services
8309 East Boulevard Drive
Alexandria, Va. 22308
703-768-2261
703-768-8044 -Fax

via fax to 703-519-3332

March 22, 2002

Mr. Peter Geiling, Deputy Director
Department of General Services
301 King Street, 2nd floor
Alexandria, Virginia 22314

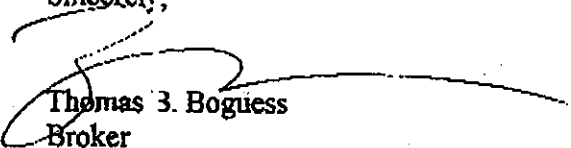
Re: Lease in progress for 1400 Duke Street, Alexandria, Va.

Dear Mr. Geiling,

As per our telephone conversation this date and at your request, I am writing to inform you that all Lease negotiations with the Department of General Services regarding the Department of Mental Health, Etc. to occupy the Building located at 1400 Duke Street, Alexandria, Virginia have stopped and the Building has been removed from the available market. We will advise you in approximately three (3) months as to the status of availability to continue with this process.

We thank you for your interest in this Building and I personally would like to take this opportunity to thank you, for the informative working relationship and experience I have had during this process. You have done a professional job representing your client's interest.

Sincerely,


Thomas B. Bogness
Broker

Cc: Martin L. Adem

City of Alexandria, Virginia

~~13~~
~~3-16-02~~

MEMORANDUM

16
3-26-02

DATE: MARCH 12, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: APPLICATION OF COMMUNITY SERVICES BOARD FOR SPECIAL USE PERMIT FOR CLUBHOUSE PROGRAM: PREVIOUS EFFORTS TO LOCATE A CLUBHOUSE FACILITY

This Saturday, the Community Services Board's application for a SUP for its clubhouse program is before you. To assist your decision making, this memorandum summarizes the efforts over the years of the Board and City staff to find a replacement facility for the clubhouse program.

The Community Services Board identified a need for a new clubhouse over 10 years ago. The current facility is too small for the current program use and is in need of major systems overhaul. It cannot be readily and economically reconstructed to meet current program needs. Over the years, many options were considered. In 1995, funds were identified in the budget to cover rent and operating costs for a new facility, and we have been reviewing possible locations since then.

The review process has involved searching the commercial listings for available space, making a tentative decision regarding feasibility, and, for those sites judged tentatively feasible, exploring further the site until it became clear that it would work reasonably or would not. General Services has been involved in the Clubhouse property search. Its Division of Facilities Management has conducted an initial evaluation of many sites. Where that evaluation found the property to be in reasonable condition, an architectural firm was retained to conduct a more in depth property assessment.

Staff members working with Nancy Macklin, a commercial real estate broker, have examined 25 sites in recent years. Listed below are the sites and a major reason why the site was not ultimately selected. Many other possible sites were rejected upon first examination as being unsuitable.

- 1002-1006 Queen St - no off street parking, and building was sold before site analysis was completed
- Northern Virginia Law School site (Duke St.) - building was contracted for by another buyer before site analysis was completed. Initial assessment by General Services was not favorable.
- 735 N. St Asaph - owner unresponsive to several inquiries

- Prince and Alfred Streets - too expensive and not amenable to ADA renovations
- 815 Slater's Lane - too much space and public transportation limitations
- 1700 block of Mt. Vernon Avenue, auto dealer site - inconsistent with development plans for the Avenue and public transportation limitations
- 714 - 716 Church St. - historical cemetery site, high cost
- 814-816 N. St Asaph - owner would not consider agreement with the SUP contingency
- Old Alexandria Hospital site (277 S. Washington St.) - prohibitive cost to make ADA accessible
- Hennage Printing (500 Henry St) - too costly, too large and location not suitable
- Land off of Duke and Quaker - significant traffic/access problems
- 2762 Duke St. - too expensive, too much space and high renovation cost
- Monroe Ave., next to Giant Food - problems with making the building handicapped accessible and public transportation limitations
- 415 N. Alfred St. - very expensive and concerns about hazardous materials abatement
- N. Fayette/Wythe - prohibitively expensive for renovations
- 111-113 N. Patrick - prohibitively expensive for renovations
- Parking lot across the Street from 115 N. Patrick - too costly and loss of parking, vehicular access problems
- 907 W. Glebe Rd. (Old Dominion Electric) - extensive renovation needs and public transportation access problems
- 112 N. Washington St. (Lower level) - no parking, no natural light and only single exit
- 6100 Lincolnia Rd. - office space shared with other users and public transportation problems
- 108 S. Washington St. (2nd floor) - no parking
- 3000 Business Center Dr. (CSX land) - owner not interested in selling
- 1021 Prince St. - high price and another buyer had a contract

Two additional sites came close to selection: (1) Roth Street in 1997, which was eliminated at the point in which a satisfactory agreement with the owner could not be reached; and (2) Royal Street in 1995, which was eliminated when the landlord withdrew his willingness to lease, following procedural delays and strong community opposition.

During the course of community meetings, it has been suggested that a newly listed site, the Bowling Alley building at 100 South Pickett, which backs up to Cameron Station, be considered. The opportunity for this leasing site appeared subsequent to the entering into a letter of intent with the 1400 Duke Street owner. The property was listed on February 8, 2002, over a month after the City signed the letter of intent for the Duke Street property on January 4, 2002. The available space is not the bowling alley per se, but warehouse space on the lower level behind the building.

The arrangement of the leaseable warehouse bays at S. Pickett Street provides for minimal windows and light. The bulk of the space is “underground.” The Duke Street site has windows all across both floors of the front of the building, some windows on the side and is much more “people friendly.”

A number of arguments why the Bowling Alley facility on S. Pickett St. is superior to the 1400 Duke St. facility have been advanced. They are set out below, along with staff responses.

1400 Duke Street	100 South Pickett Street
1. Directly on Duke Street.	1. Set back from S. Pickett Street.
<p>Comment: This is true. It is not clear as to the materiality of this statement. The anticipated entrance for the Duke Street property is not facing Duke, but is on the east side of the building.</p>	
2. The Duke Street property is directly adjoining residential property, a bike and walking path, a park and Cemetery.	2. The S. Pickett Street property is not directly adjoining residential or parkland.
<p>Comment: Depending upon what you consider the boundaries of the Duke Street property (the leased space or the entire building) the adjoining features would be different. The only actually adjoining property for the Duke Street building is the rear warehouse portion of the building. The cemetery and parkland are farther away. To the rear of the entire Duke Street building is Jamieson Avenue (including a bike path) and then the Old Town Village Condos. The condos also face S. West Street on the southern end of the block. The proposed S. Pickett Street site is adjacent to Cameron Station, shares a common fence line with Cameron Station town homes, and is adjacent to commercial and light industrial uses in the same building. The Duke Street site is actually farther from building residences than the S. Pickett Street site. There is also a fence behind the full Duke Street site separating it from the bike path.</p>	
3. The Duke Street property is across the street from a school for handicapped children.	3. There is no school adjoining the S. Pickett Street site.
<p>Comment: The school (St. Colleta’s) is a block away from the Duke Street property. We do not see any risk to students in general. In this particular case, the students are always chaperoned when out of the building. The bus pick-up and drop-off for the school is on Peyton Street.</p>	

4. Duke Street has two floors and requires an elevator.	4. The S. Pickett Street site is one floor and will not require an elevator.
<p>Comment: The elevator cost will add to the build-out cost for Duke Street, a cost which would not be necessary at S. Pickett Street. However, the S. Pickett Street property is not accessible in the rear of the building and would have costs associated with ramping, or other accessibility improvements.</p>	
5. Duke Street needs to be made handicapped accessible.	5. S. Pickett Street already is handicap accessible.
<p>Comment: The Duke street site will be extensively renovated, and the renovations will include handicap accessibility. The main building level is already substantially accessible. The S. Pickett Street site, where the space is available to rent, is in the lower back of the building, which is now used for commercial and light industrial use. The entrances are not accessible which would require significant renovation costs.</p>	
6. Duke Street site needs a kitchen.	6. S. Pickett Street site has a working commercial kitchen.
<p>Comment: The space available for lease at S. Pickett Street does not include a kitchen; it is warehouse space on the lower level. A kitchen would need to be built in both buildings.</p>	
7. Cost for Duke Street site is \$16.75 per square foot.	7. S. Pickett Street site is \$12.00 per square foot.
<p>Comment: Negotiations with the landlord for the Duke Street site have generated a new per square foot charge of \$15.82, which includes some credits for certain build-outs including the elevator and handicapped accessible restrooms. The representative of the S. Pickett Street property has indicated an unwillingness to participate in any build-out costs.</p>	
8. Duke Street site requires a parking reduction.	8. S. Pickett Street site has over 100 parking spaces.
<p>Comment: The parking reduction which is required will accommodate normal site use at Duke Street. The parking available directly adjacent to the S. Pickett Street site is insufficient.</p>	

9. Duke Street is a extremely congested traffic area.	9. S. Pickett Street is above most of the Duke Street traffic.
<p>Comment: Duke Street is often extremely congested. Most of the Board's consumers come by public transportation. Transportation in the central and eastern portions of the City is better than that in the other areas. For example, participants coming from the Del Ray area and from the West End can easily get to the Duke Street site. It is also convenient for some "walking" consumers. Metro is convenient to the Duke Street site. Transportation to the S. Pickett Street site would require bus transfers for some consumers, reduce convenience and would not allow for walking access which is not the case for some participants.</p>	
10. There are no amenities within blocks of the Duke Street facility.	10. S. Pickett Street has restaurants and shopping facilities nearby, including businesses for potential employment, Landmark Mall and the public library.
<p>Comment: Near the Duke Street site is the large number of commercial business on King and adjacent streets. There are fewer opportunities immediately convenient to the S. Pickett Street site. Landmark, for example, is a long walk from S. Pickett Street.</p>	
11. Public Transportation is available.	11. Public Transportation is available.
<p>Comment: The public transportation available to Duke Street site is better, more convenient and would result in fewer transfers than the transportation at S. Pickett Street.</p>	
12. Duke Street may require up to 2 million dollars of renovations.	12. S. Pickett Street will require less expense to renovate as an elevator is unnecessary and handicapped access is already in place.
<p>Comment: The cost ceiling set for Duke Street is \$2 million. It is hoped that the cost for renovations will be less. The costs for the S. Pickett Street site are unknown, since there has been no architectural study made of the property.</p>	

16
3-26-02~~13~~
~~3-16-02~~Docket Item # 9
SPECIAL USE PERMIT #2001-0138Planning Commission Meeting
March 5, 2002

ISSUE: Consideration of a request for a special use permit for a social service use with a parking reduction.

APPLICANT: Alexandria Community Services Board
by William L. Claiborn, Ph.D.

LOCATION: 1400 Duke Street

ZONE: OCM/Office Commercial Medium

PLANNING COMMISSION ACTION, MARCH 5, 2002: On a motion by Mr. Robinson, seconded by Ms. Fossum, the Planning Commission voted to recommend approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations and to amend Condition #8 and to add Conditions #9, 10, 11, 12 and 13. The motion carried on a vote of 5 to 0. Mr. Liebach had left the meeting for health reasons and Mr. Dunn recused himself from consideration of the item.

Reason: The Commission believed that the use was appropriate at this location and that conditions could mitigate potential impacts. The Commission added conditions requiring a limit on the hours during which the Clubhouse is open for members and a limit on the number of members and staff that may be present on a regular basis at the facility. In addition, the Commission added condition language regarding a lighting study to look at lighting both on site and on South West Street and a requirement prohibiting Clubhouse staff and members from parking in a neighboring property. Finally, the Commission required that the applicant establish a neighborhood committee to create a dialogue and address issues on an ongoing basis. Members voiced their opinion that parking was not an issue, that some of the concerns expressed by neighbors were simply part of living in a city environment composed of businesses and residential uses, and that, in terms of security, the Community Services Board should meet with neighbors to discuss the issue.

Speakers:

Phillip Bradbury, Chair, Community Service Board, described the clubhouse program, the need for the new space, and the outreach efforts with the community to discuss the program.

Harry Hart, Community Services Board member, was present to answer questions.

Herue Aitken, Vice President, Old Town Village Homeowners Association, spoke in opposition based on the threat to safety of residents and guest and the security of their homes.

Gordon T. Bratz, President, Old Town Village Homeowners Association, expressed concern for safety and security.

Boyd W. Walker, 922 Cameron Street, adjacent to current Clubhouse, spoke in support and stated that there have been no problems with security where he lives.

Dee Simons, Old Town Village Condominium resident, spoke in opposition, explaining security concerns.

H. Allen Young, 1301 Duke Street, spoke in opposition, stating concerns about parking.

Jill Eicher, 1100 Duke Street, Old Town Village, spoke in opposition and requested conditions regarding lighting and security personnel and restricting clubhouse members to those with mental illness only.

Renee Chovanec, Old Town Village condominiums, spoke in opposition.

David S. Mercer, representing Old Town Village Condominium Unit Owners Association, stated that the association has insufficient information to make a judgment and believe issues such as parking and security have not been adequately addressed.

Colleen Crowley, 330 South West Street, spoke in opposition.

Joyce W. Finley, Old Town Village condominiums, spoke in opposition.

John Fonte, Resident, South West Street between Prince and Duke, spoke in opposition.

Rosanne Hynes, Old Town Village condominiums, spoke in support of the proposal.

Theresa Burns, Old Town Village condominiums, spoke in opposition.

Woody Morris, representing the American Medical Group Association, a property owner within the Round House Square complex, expressed concern about the use from a safety perspective.

Mary Ellen Holcomb, Old Town Village condominiums, spoke in opposition.

Patty Malenfont, 216 South West Street, spoke in opposition.

James Treacy, 1229 Round House Lane, spoke in opposition.

Gerald Lipson, 1409 Round House Lane, spoke in opposition.

Ann Smith, spoke in opposition.

Sean Lenehan, Old Town Village homeowners, stated concerns about hours of operation and the need for a community organization to be formed prior to approval.

Richard Chovanec, 330 South West Street, spoke in opposition based on security issues.

Elizabeth Livingston, chair, Volunteer Group, Friends of Alexandria Mental Health Center, spoke in support.

Homer A. Walkof, volunteer at Alexandria Mental Health Center, spoke in support.

Russell George, 200 block of South West Street, requested deferral because of traffic and saturation issues.

J. Michael Dahm, Vice President of the Old Town Village Condominium Board, spoke in opposition.

Elizabeth Lererage, Old Town Village Homeowners, asked for a deferral for more information.

Rev. Carol Holmes, prior Clubhouse member and current member of the Community Services Board, spoke in support.

Anton Schefer, Duke Street property owner, spoke in support.

Julie Jakopic, 801 North Pitt Street, spoke in support.

Holly Schumann, Community Services Board, spoke in support.

Peter Spencer, 121 Harvard, president, Upper King Street Civic Association, expressed concerns and suggested conditions if the proposal is approved.

Jordan Wright, Old Town Station, spoke in support.

Daniel J. Buzby, 1300 block of Prince Street, spoke in support.

John Wanzer, Clubhouse member, spoke in support.

Sara Donahue, resident at West, Prince and Commerce Streets, expressed concerns.

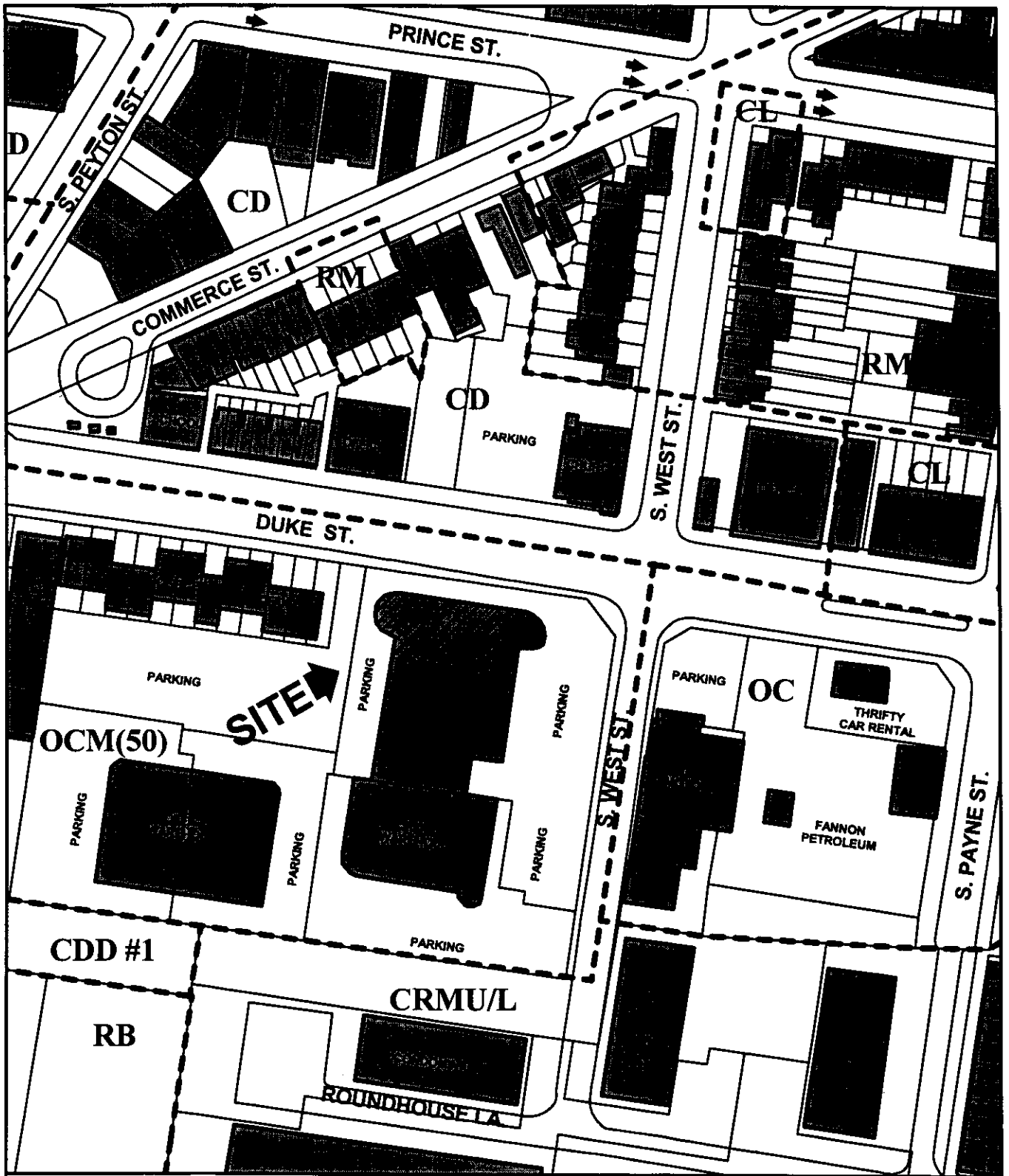
Margaret Moore, spoke in support.

Linda C. Allen, Clubhouse member, spoke in support.

Douglas W. Payne, 219 South Fayette Street, spoke in support

Ellis Rabinowitz, Clubhouse member, spoke in support.

Leslie Charles, 1406 Round House Lane, spoke in opposition.



SUP #2001-0138

03/05/02



STAFF RECOMMENDATION:

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

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. A parking reduction is granted. The applicant shall maintain a minimum of 32 spaces. (P&Z)
3. The applicant shall post signs inside the building indicating the location of the off-street parking. (P&Z)
4. The applicant shall encourage its consumers and staff to use mass transit when traveling to and from the school, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of car pooling opportunities. (P&Z)
5. Trash and garbage shall be stored inside or in a dumpster shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in closed containers which do not allow invasion by animals. No trash and debris shall be allowed to accumulate on site outside of those containers. (P&Z)
6. Landscaping shall be installed in the form of approximately twenty shrubs along the South West Street side of the property between the existing parking lot and sidewalk to screen parking from the public right of way and to extend the existing shrubbery, with the specific plant type, size and spacing to be to the satisfaction of the Director of Planning and Zoning. (P&Z)
7. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department regarding locking hardware for the facility. (Police)
8. **CONDITION AMENDED BY PLANNING COMMISSION:** The Director of Planning and Zoning shall review the special use permit one year after the use is operational approval 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, (b) the director has received a request from any person to docket the permit for review, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

9. **CONDITION ADDED BY PLANNING COMMISSION:** The applicant shall set up a mechanism by which it meets with affected neighbors to discuss and seek solutions and mutual understanding as to neighborhood issues regarding the operation of the Clubhouse facility. (PC)
10. **CONDITION ADDED BY PLANNING COMMISSION:** A maximum of 40 staff shall be assigned to the building on a regular basis. A maximum of 90 consumers shall be on the premises on any one day on a regular basis. (PC)
11. **CONDITION ADDED BY PLANNING COMMISSION:** Staff and Clubhouse members at the Clubhouse location shall be prohibited from parking in the parking spaces assigned to 1422 and 1424 Duke Street. (PC)
12. **CONDITION ADDED BY PLANNING COMMISSION:** The City shall undertake a study of lighting on the site and on South West Street, to take into account the proposed lighting on Jamieson Street extended, and shall recommend action as necessary to provide adequate lighting for the safety of persons at the facility and of nearby residents, to the satisfaction of the Directors of Planning and Zoning, Transportation and Environmental Services in conjunction with the Alexandria Police Department. (PC)
13. **CONDITION ADDED BY PLANNING COMMISSION:** The hours during which the Clubhouse facility is open to members shall be limited to between 8:00 a.m. and 5:00 p.m Monday through Friday, with some additional activities that may occur at the facility up to two evenings a week and on Saturdays. (PC)

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

DISCUSSION:

1. The applicant, the Alexandria Community Services Board, requests special use permit approval for the operation of its Clubhouse, a social service use, and for a parking reduction at 1400 Duke Street.
2. The subject property is part of a parcel comprised of lots of record together having approximately 498 feet of frontage on Duke Street, approximately 335 feet of frontage on South West Street, and a total lot area of approximately 167,786 square feet, or 3.8 acres. The site is developed with the Roundhouse Square complex of office buildings and flex space. Access to the property is from both Duke and South West Streets.

The subject property is located at the southwest corner of Duke and South West Streets. To the east of the site is Star Motors, Thrifty Rental Car, and Fannon Petroleum Company's sales and distribution facilities. To the south and southeast is the Old Town Village development, with the residential condominium buildings located directly behind the Roundhouse Square complex and Fannon sites. To the west, along Duke Street, is the new Marriott hotel complex, now under construction, and high density office buildings. The uses across the street between South Peyton and South Henry Streets are a mix of uses, including residential townhouses, the Shiloh Baptist Church and office buildings.

The applicant proposes to occupy the front portion of the building at the corner of South West Street that was previously occupied by the Tesst vocational school. The Clubhouse use will occupy only a portion of the former Tesst space, specifically only the front of the building closest to Duke Street.

3. The Clubhouse is a Community Services Board facility offering structured day programs to consumers who have a history of mental illness, substance abuse, or mental retardation and need support to reestablish an independent lifestyle and to live successfully in the community. The day treatment program includes case management, medication management, family support and education services. It also includes recreational activities and employment assistance.

The Clubhouse has been operating at 115 Patrick Street since the early 1980's successfully. It has outgrown that space and has been looking for new space for many years.

4. The proposed Clubhouse program involves 24 staff persons (18 full time and 6 part time). It will have a membership of up to 142 members, although not all members attend daily programs. The applicant expects up to 85 members to attend the program on any day. The existing program from North Patrick Street will be combined with the Substance Abuse Day Support Program now located at Mill Road.

5. Regular operating hours for the Clubhouse are from 8:00 a.m. to 5:00 p.m.

In addition, there are some activities involving the location until 9:30 p.m on one or two evenings a week and on Saturday. Weekend activities typically involve two city staff who meet consumers at the Clubhouse for a planned recreational activity which could take place on site or elsewhere in the community. These are generally daytime activities involving approximately 10-15 consumers. The on-site activities include such things as a meal and board games or bingo, watching a video, or having a planning session for future recreational outings. Outings in the community may include shopping trips, sports events, local events such as parades or concerts, movies and dining out. Currently, such activities occur only on Saturdays, but the Clubhouse would like to be able to schedule similar events on an occasional Sunday as well.

6. In addition to the Clubhouse use, the site is large enough to also accommodate regular office functions. Specifically, 14 staff persons (10 full time and four part time employees) from the City's Department of Mental Health, Mental Retardation and Substance Abuse (MHMRSA) will relocate their offices to the 1400 Duke Street site and 20 additional staff persons who work in the community will visit the site occasionally to use the offices. In addition, there may be extra office space (approximately 2,000 square feet) that will be subleased to other commercial users. The total number of staff on site are as follows:

	<u>Full time</u>	<u>Part time</u>	<u>Total</u>
Clubhouse staff	18	6	24
Additional city staff	10	4	14
Field personnel	20		20

7. The Clubhouse use will occupy approximately 8,500 square feet within the building. In addition, there is approximately 4,700 square feet available for general office use. Under the zoning ordinance, the Clubhouse use requires 43 parking spaces; the office space requires an additional eight spaces, for a total of 51. In this case, the leased space is supported by only 32 spaces on site, and four of those will be used to park vans. The applicant has therefore requested special use permit approval for a parking reduction, identifying the following points in justification:

- a. Of all of its current Clubhouse members, only two drive.

- b. Of the 38 total staff identified as those who will use the location for offices, many of those people are part time employees and not on site all the time. Of the 20 additional community workers who will use the site occasionally, they spend most of their time in the field.
 - c. Employees will be encouraged to park elsewhere and to use public transportation, as some already do.
 - d. The vans to be located at the site will be off premises much of the time.
 - e. A parking study was performed at the existing Clubhouse location to calculate the number of parkers on site at any one time. When existing plus future users of the new location were considered, the study showed that at the peak use times, generally around the middle of the work day, the highest number of parkers at the site was 26, fewer than the parking spaces that will be available at Roundhouse Square. For most times during the day, and for most days, there were significantly fewer parkers than there will be parking spaces at the new site.
8. The Clubhouse anticipates no trash problem at its new location, with a dumpster on site for the facility's use.
9. The Community Services Board has sought support from the community for its new Clubhouse location and held a series of meetings with local groups to explain the program. (See attached letters.)
10. Zoning: The subject property is located in the OCM-50/Office Commercial zone. Section 4-1003(CC) of the zoning ordinance allows a social service use in the OCM zone only with a special use permit. Section 8-100 (A)(4) of the zoning ordinance allows a parking reduction with a special use permit.
- 11.. Master Plan: The proposed use is consistent with the King Street/Eisenhower Avenue chapter of the Master Plan which designates the property for Office Commercial Medium use.

STAFF ANALYSIS:

Staff recommends approval of the special use permit, supporting this location for the Clubhouse use and the parking reduction requested. Staff believes that the proposed location is appropriate for this important and successful city program that responds to the needs of Alexandrians. The Clubhouse has been operating without serious incident at 115 North Patrick Street for more than twenty years. It has outgrown its modest and awkward space and has been looking for a new space for many years, including considering the possibility of expanding its current location. None of the previous potential sites proved feasible, because of cost, transportation access, parking, handicapped accessibility and space issues. The subject site on Duke Street has excellent transportation access, contains good, workable space and parking, and is within a price range that is affordable.

Staff believes the site is appropriate for the use and will provide the necessary facilities without harmful effect on the surrounding community. Prior uses and potential uses of the same space have been more intensive. For many years the site was occupied by the Tesst computer school, with its 250 students and cars. The level of activity, the nighttime use, and the sheer number of cars descending on the area caused understandable concern. More recently, staff from Planning and Zoning and Transportation and Environmental Services evaluated the site for a potential health club use, and found serious potential problems with its peak parking impacts. As a result, the applicant withdrew its application for a special use permit.

Adequacy of Clubhouse Parking

Parking was also a concern for staff with the current Clubhouse application, which seeks a parking reduction approval as part of its special use permit. The parking requirement in the zoning ordinance of 51 parking spaces, however, is based on the assumed number of patrons that will attend the proposed use. It is not a valid standard in this case inasmuch as almost none of the Clubhouse members will be driving to the site. Therefore, the parking analysis must assess the number of staff who will have offices on site and the number of them who will be driving. The application identifies 38 staff people with offices on site, although 10 of those are part time employees who will not always be present. In addition, there are 20 employees who work in the field who may occasionally use the office space.

Given the difficulty of accurately assessing these variables, planning staff suggested that the applicant perform a detailed study of its current parking needs at the existing Clubhouse facility. The results of that study show that, with one exception, the need for parking is for many fewer spaces than the 32 that will be provided. That result assumes that four spaces will be taken up with vans; it also takes into account the MHMRSA staff who will be at the new location who are not associated with the Clubhouse; and it includes visitors to the Clubhouse as well as staff. Assuming that the four vans to be parked on site are there all the time, which is not the case, and assuming that the potential tenant office space will require four parking spaces, which is required by zoning, there are 24 parking spaces for the Clubhouse and for non Clubhouse MHMRSA employees to use. When

each hour of each day over a two week time span was evaluated, the study showed that there was only one one-hour period when there would be fewer spaces than necessary to accommodate the use. At all other times, on average, there is a surplus of from four to 22 spaces. During the one hour exception, the deficit was only two spaces. If during that hour two of the four vans were not present, there would be sufficient parking. If all vans were present, then, at worst, there would be an occasional one or two hour period when one or two staff persons would have to park elsewhere. Given the nature of the use and given these results, both Planning and Zoning and Transportation and Environmental Services staff support the parking reduction, concluding that there is sufficient parking on site for the use.

Citizen Concerns

During the pendency of this application, planning staff has heard from some citizens who have concerns about the Clubhouse use and those concerns raised issues that Planning staff has analyzed. Specifically, residents of nearby neighborhoods have voiced concerns about increased traffic, parking impacts, security issues, and the general appropriateness of the use. Staff believes that the amount of traffic the proposed use will generate is less than would be true for several other uses that could potentially fill the space. The prior Tesst use is a case in point. The proposed health club use is another that would generate far more traffic than the Clubhouse. Given the number of drivers associated with this proposal, staff views it, from a traffic standpoint, as similar to an office use in the same space, which is a permitted use in the zone. While any use is going to increase the traffic over what the currently vacant space generates, almost all other uses will be similar to or have greater impacts than the Clubhouse.

Parking is an understandable concern for neighbors, and staff notes that there is not an abundance of available on street parking in the immediate vicinity. However, staff finds that the proposed use has sufficient parking for its use, given the low needs demonstrated by the parking study performed by the Clubhouse and, again, especially when compared to other potential uses of the site.

As to security issues, some residential neighbors have stated that they feel threatened by the potential for nuisance and even criminal behavior by Clubhouse members. It is true that there are residential buildings directly behind the Roundhouse Square complex, and that access to that area is limited. However, the proposed use will be located only in the front part of the building along Duke Street that is farthest from the residential area behind. Furthermore, there is no history of problems at the existing Clubhouse to warrant concern. According to Carol Layer, Director of the Clubhouse, who has been with the program for more than ten years, neither she nor any of the Clubhouse staff can recall any instance of harm to persons or property in the immediate area by any Clubhouse members in the past. She reports that the Clubhouse has a history of good relations with the surrounding neighborhood. Ms. Layer explained that the Clubhouse program has a vested interest in making sure that it does not accept members who are a security risk to themselves, other members, staff or the community. To that end, extensive evaluation of potential members takes place and members who present security risks are rejected.

Finally, the police reviewed the history of police activity related to the Clubhouse over the last three years. There were no incident reports for the years 1999 and 2000. In 2001, there were two: one was related to a call from Clubhouse staff requesting assistance with a member who was in a different part of the City; the second related to an internal office theft of a purse from a desk. The lack of any history with problem behavior at the existing location suggests that there is no basis for fear at the proposed location.

One neighbor has suggested that the lack of security incidents at the existing location is not relevant because it is different from a land use standpoint, being a commercial area, when compared to the proposed location. However, the Clubhouse now fronts on a heavily traveled artery, Patrick Street. Although the existing site is close to another commercial corridor, King Street, it is also only a block away from predominantly residential blocks on North Patrick Street, Cameron Street, and North Alfred Streets, and is generally marked by a mix of residential and commercial uses. The new location is on heavily traveled Duke Street, is close to both the dense King Street Metro commercial area and to nearby residential areas. Overall, it too is marked by a mixture of both commercial and residential uses. Staff find the two sites to be similar in this regard.

Another neighbor has suggested that the security issue arises from the relatively isolated location of the residences in the area to the south of the Roundhouse Square complex and that there could be better lighting behind the complex as well as on the one block of South West Street next to the site. Lighting is part of the improvements planned for the extension of Jamieson Avenue, which will be constructed behind the new Marriott hotel and Roundhouse Square within the next year. As to South West Street, there are no current plans for additional lighting, but the Department of Transportation and Environmental Services has agreed to study the issue. The Police have suggested that a lighting study be performed on the subject site; staff has not included that as a condition, but is willing to look at that issue as part of its own analysis of lighting on South West Street.

Finally, because some nearby residents see the site at 1400 Duke Street as part of a residential neighborhood, they do not believe the use is appropriate here. Staff does not consider Duke Street at this location a residential neighborhood because there is so much commercial use and zoning there. With industrial uses to the immediate east, high density office and hotel uses to the west, and a mix of uses across Duke Street, the area appears well balanced between commercial and residential uses. This area of Duke Street acts as a transition between the high density uses proximate to the King Street Metro Station and Carlyle to the west and the lower density uses of Old Town and residential areas to the east and south. The Roundhouse Square complex is zoned OCM which allows office or residential uses, in addition to a wide range of other uses. Although the industrial uses to the east may redevelop in the future, those sites are zoned OC, a lower density office zone which also allows a variety of uses.

Mixed use areas like this one are one of the land use arrangements which many believe make Alexandria a desirable place. While the City needs to be cautious regarding uses it permits close to residential areas, it is also important to maintain a balance of uses. The zoning now permits office, retail and personal service uses at the subject location without a special use permit. The special use permit mechanism expands those options allowing a closer look at individual uses to ensure they can coexist with surrounding uses. In this case, for all of the reasons outlined above, staff finds that any impacts are minimal and that the use is appropriate at this location.

Recommended Conditions

As with other special use permits, staff has recommended conditions to be made part of the special use permit. Although most of the site is well planted with mature trees, the side of the property along South West Street along the parking lot lacks screening. Staff is therefore recommending that shrubbery be planted to screen the parking area, extending the existing shrubs near Duke Street south to the entrance of the parking area. In addition, staff has included the standard trash condition, requiring that the Clubhouse monitor its dumpster to ensure it remains closed and that all debris is inside the dumpster. Finally, staff has included a one year review condition, so that staff can reassess the use at that time and recommend additional conditions if necessary.

With these conditions staff recommends approval of the special use permit.

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

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- F-1 T&ES believes this operation will not have a significant impact on the available on-street parking and has no objection to the applicant's request for a parking reduction.

Code Enforcement:

- C-1 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-2 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos.
- C-3 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 118.0.
- C-4 Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Four sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application.

Health Department:

- C-1 An Alexandria Health Department Permit is required for all regulated facilities. Permits are not transferable.
- C-2 A Certified Food Manager or Certified Limited Food Manager must be on duty during all hours of operation depending on the operation setup.

- C-3 Permits must be obtained prior to operation.
- C-4 Five sets of plans must be submitted to and approved by this department prior to construction.
- C-5 If food preparation or food handling is done on the premises, five sets of plans of the food handling areas are to be submitted to the Health Department for approval prior to construction. A \$135.00 fee is required for review of plans for food facilities.
- C-6 This facility must meet commercial standards if 13 or more clients are served. Plans must comply with Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments.

Police Department:

- R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department regarding a security survey for the business. This is to be completed prior to the business opening.
- R-2 A lighting survey of the parking lot and building should be completed.

Human Services - Social Services:

- F-1 No comments.

APPLICATION for SPECIAL USE PERMIT # 2001-0138

[must use black ink or type]

PROPERTY LOCATION: 1400 Duke Street

TAX MAP REFERENCE: 073.02 BLK 08 LOT 30 ZONE: OCM

APPLICANT Name: Alexandria Community Services Board

Address: 720 N. St. Asaph St., Alexandria, VA. 22314

PROPERTY OWNER Name: Alexandria Redevelopment Assoc.

Address: 1321 Connecticut Ave., N.W. c/o Hagner Mgt. Washington, D.C. 20036-1842

PROPOSED USE: _____

Social Service and General Office Use

*no fee
Bost*

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

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

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

William B. Claitor, Ph.D.
Print Name of Applicant or Agent

[Signature]
Signature

720 N. St. Asaph St.
Mailing/Street Address

(703) 838-4455 (703) 838-5070
Telephone # Fax #

Alexandria, Va 22314
City and State Zip Code

12/26/01
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

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

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____

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

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

Lessee or Other: _____ of the subject property.

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

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

Yes. Provide proof of current City business license

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

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

*Copies of the floor plan will be submitted by Jan. 11, 2002.
See attached plot plan.*

NARRATIVE DESCRIPTION

The Alexandria Community Services Board (CSB) proposes to operate adult day treatment services and to provide staff offices for Board programs on this site.

Social Service Use: The adult day treatment service provides full time structured programming including case management, medication management, family support and education for clients who have a long-term mental illness, substance abuse, or mental retardation and need support to re-establish a more independent lifestyle and live successfully in the community. The day treatment programming also includes recreational activities and employment assistance. Without the support of the Board, consumers typically have been unable to work because of their mental illness or frequent hospitalizations. Most consumers are on medications that help control their symptoms, enabling them to participate in normal daily activities. Consumers participate in a variety of activities including training, educational and socialization groups, counseling and job placement. A total of 24 staff (18 full time and 6 part time staff) provide the services.

Typical Day: Most consumers arrive at the program between 8:00 AM and 9:30 AM. The program starts at 9:30 AM with a morning meeting in which staff and consumers share news and activities for the day. At 10:00 AM all consumers break into three work groups to complete assigned tasks to learn vocational skills. Lunch is at noon. The afternoon groups start again at 1:00 PM to complete tasks until 2:30 PM. Often there is an educational or support group that is from 2:30 PM till 3:30 PM. Consumers are free afterwards to socialize with other consumers or work on assignments not completed from the earlier work groups. Most consumers leave at 3:30 PM, although some remain until 5:00 PM. There are 142 clients currently enrolled in the day treatment program. The average daily attendance of clients is expected to average 85. At present two of the 142 clients have their own cars and the rest use public transportation or are dropped off at the site.

General Office Use: Staff of the Board's residential programs would use office space in the building and provide direct services elsewhere in the community. There are 14 staff (10 full time and 4 part time) that would use the site for an office. There are 20 staff members who work in the community who may come to the office for approximately 5 hours per week. These staff would typically be using the building in the afternoon or evenings. Approximately 2,000 square feet may be sublet for public or private office use consistent with city regulations. The building may be used in the future for other mental health, substance abuse or mental retardation (social service) programs or general administration offices.

Summary: Building hours of operation are Monday through Friday 8:00 AM- 5:00 PM. The building may be open Monday through Friday 8:00 AM- 9:30 PM and Saturday and Sunday 9:00 AM-9:00 PM for other program uses. Combining the social service and general office uses there are total of 38 employees who would have offices at the site. There are sufficient existing on-site parking spaces for the expected number of staff and clients who would require it. (See attachment re: parking management plan.) No mechanical or other noise is expected to emanate from the building.

USE CHARACTERISTICS

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

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

5. Please describe the capacity of the proposed use:

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

85 ~~30~~ patrons during regular working hours.

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

See attached page.

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

Day:

Monday - Friday

Saturday - SUNDAY

Peak use hours are

Monday - Friday

Hours:

8⁰⁰ AM - 9³⁰ PM

9⁰⁰ AM - 9⁰⁰ PM

8³⁰ AM - 5⁰⁰ PM

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

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

No noise will be generated from mechanical equipment. Building will have normal commercial HVAC system. No noise should emanate from the building from patrons.

5. Please describe the capacity of the proposed use:

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

Staff typically expects a maximum of 38 staff to be in the building at any one time during normal working hours, 8:00 AM to 5:00 PM. (This number does not include 20 staff who work in the community, but may drop in to the Clubhouse at different times during the week.) Of the 38 staff, 28 are full time and 10 are part time. There are 4-5 staff in the building from 5:00 PM to 8:00 PM, Monday through Friday. There are 1-2 staff in the building on Saturday from 10:00 AM to 1:00 PM.

B. How will the noise from patrons be controlled?

Patrons will normally be inside, some will take smoking breaks outside. Casual use of the outside area is anticipated, with outside style table and chairs placed adjacent to the east entrance.

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

Trash pick up once per week. The program will prepare lunch for patrons. Food waste and paper will constitute the waste.

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

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

Business office trash, recycling and food/kitchen waste.

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

Three yard dumpster filled weekly.

C. How often will trash be collected?

Transportation and Environmental Services, Solid Waste Division recommends a three yard dumpster and weekly pick-up.

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

Janitorial crew, employees and patrons pick up litter throughout the day. No special litter is expected. Program will have cigarette butt containers located near east entrance.

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

Yes. No.

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

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

Yes. No.

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

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

Proper lighting surrounding building. Doors
will be locked after 5pm.

ALCOHOL SALES

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

Yes. No.

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

PARKING AND ACCESS REQUIREMENTS

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

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

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

32 Standard spaces

0 Compact spaces

_____ Handicapped accessible spaces.

_____ Other.

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

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

N/A

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

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

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

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

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

C. Where are off-street loading facilities located? N/A

D. During what hours of the day do you expect loading/unloading operations to occur?
During daytime hours, usually in the am.

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
Approximately 3 times per week

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

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? Yes No
Do you propose to construct an addition to the building? Yes No
How large will the addition be? _____ square feet.

18. What will the total area occupied by the proposed use be?
13,294 sq. ft. (existing) + _____ sq. ft. (addition if any) = 13,294 sq. ft. (total)

19. The proposed use is located in: (check one)
 a stand alone building a house located in a residential zone a warehouse
 a shopping center. Please provide name of the center: _____
 an office building. Please provide name of the building: _____
 other, please describe: _____

PARKING REDUCTION SUPPLEMENTAL APPLICATION

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

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

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

See attached.

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

spaces available.

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces? Yes. No.

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

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

2. Justification for Parking Reduction.

Patrons are typically dropped off at site or use public transportation. Two out of 142 current patrons use their own vehicles and would require parking. Staff typically expects a maximum of 38 staff to be in the building at any one time during normal working hours, 8:00 AM to 5:00 PM. (This number does not include 20 staff who work in the community, but may drop in to the Clubhouse at different times during the week.) During normal working hours, 38 staff (28 full time and 10 part time) would be in the building. Typically, there are 4-5 staff in the building from 5:00 PM to 8:00 PM, Monday through Friday and 1-2 staff in the building on Saturday from 10:00 AM to 1:00 PM.

The number of employees requiring parking at any one time is approximately 36 (2 staff take public transportation). There are 4 city vehicles that would require parking space during the day and over night. Case managers, residential and vocational staff usually check out 3 out of the 4 vehicles at any one time during regular working hours, 8:00 AM to 5:00 PM Monday through Friday. The four vehicles are usually parked over the weekend but may used for recreational use. In addition, four parking spaces would be allocated for the space to be subleased.

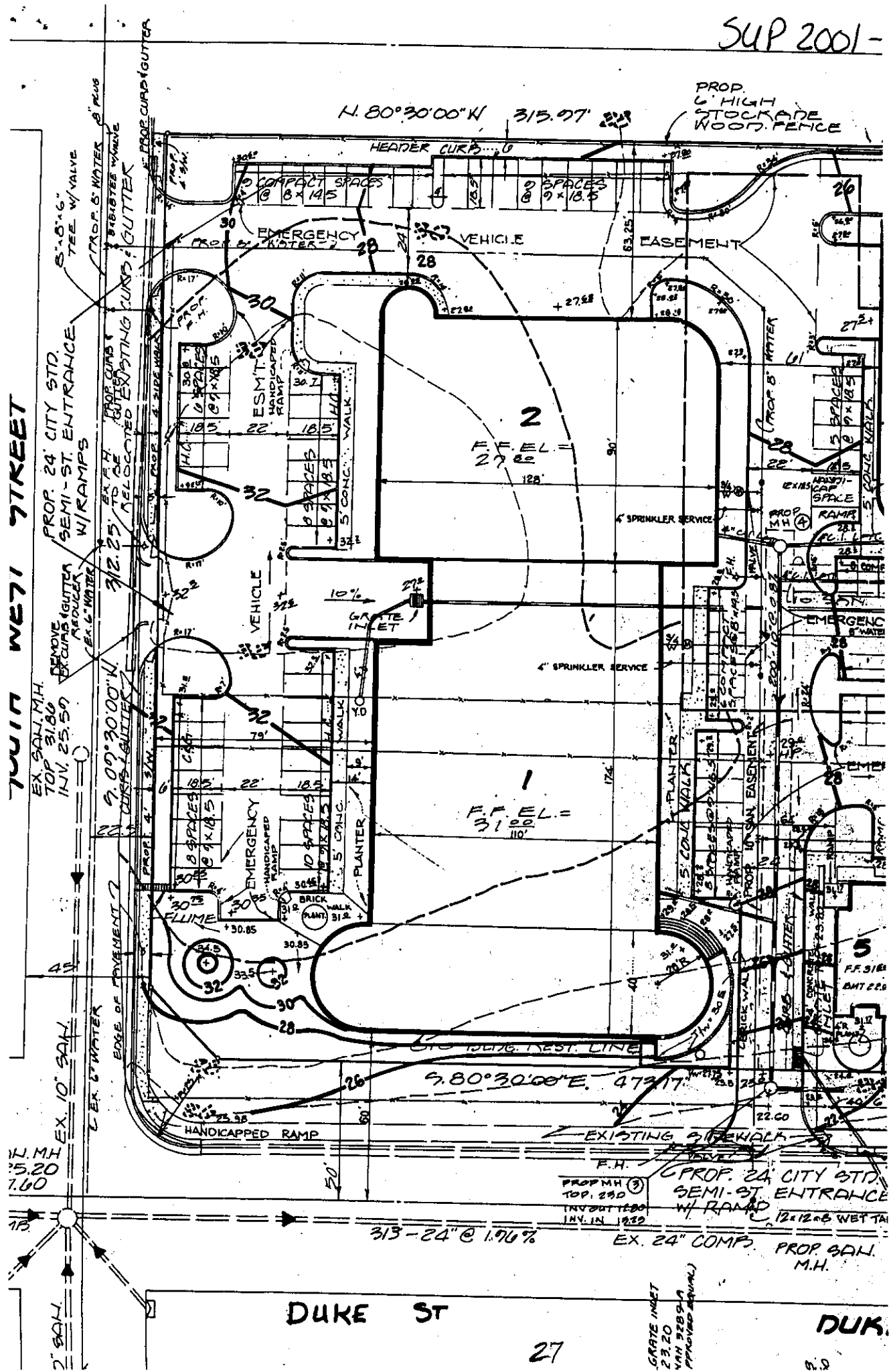
5. Parking Management Plan for 1400 Duke St.

The site has 32 off-street parking spaces available. Public transportation by bus and metro rail is very accessible. Staff and City employees will have access to Jones Point parking as well as the City of Alexandria mass transit subsidy. Employees will be encouraged to use these alternatives. There are two staff members who currently utilize public transportation.

6. Impact on Surrounding Neighborhood.

Most of the businesses in the immediate neighborhood to the north, east and west have their own parking lots. The patrons of some West Street businesses north of Duke Street depend on metered street parking. The very few vehicles associated with this program that may not be accommodated in the existing spaces would not add substantially to the demand for parking in the neighborhood. Most of the staff who drive would be parking for greater durations of time than is allowed on the meter and therefore would not compete with patrons of other businesses for parking and would not create substantial additional traffic in and out of the area. Currently, staff park on city streets within two to three blocks from the current clubhouse. The provision of these spaces at the proposed site will reduce demand for street parking.

TWIN WET 77 KEET



218 South Fayette Street
Alexandria, Virginia 22314
20 March, 2002

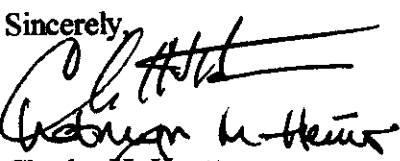
Dear Mayor Donley and Members of Council,
City Manager Sunderland,

My wife and I wrote to you on March 14 asking you to deny application for special use permit #2001-0138 for "The Clubhouse" on Duke Street. At that time our opposition was based upon information the Community Services Board presented at the Old Town Civic meeting showing inadequate parking and the lack of an independent parking survey. Information presented at City Council on Saturday March 16 and information presented in the Alexandria Journal article of March 19 leads us to write to you again.

We are angry that the client profile presented at the Civic Association meeting as mentally retarded and recovering addicts are now found to also include people who are on probation and have been remanded to "day care" for crimes of statutory rape and group robbery resulting in murder. It appears that City Manager Sunderland considers these clients a danger to the residents since he is willing to pay \$16,500 taxpayer dollars per year to protect the neighbors in what is virtually a gated community adjacent to the proposed "Clubhouse". The "Clubhouse" does not belong in a residential neighborhood. Our opposition is not one of "put it somewhere else". We do not need policemen to protect us from the clients at Catholic Charities, Shiloh Baptist, or St. Coletta's which are also in our neighborhood.

We most strongly urge you to deny the application for this site. The parking, the clientele, and the expense to the taxpayers, all indicate that this is the wrong use for this building. The residents surrounding the site will be better served with a neighbor who does not need a special use permit. "The Clubhouse" with the expansion from 4,000sq. ft. to 13,000 sq. ft. will surely have an expanded client base and expanded problems for the residential community in the future requiring even more special use permits, safety patrols, and citizen funding.

Please deny this petition.

Sincerely,

Charles H. Huettner
Kathryn M. Huettner



2517 King Street, Alexandria, Virginia 22301 March 23, 2002

To: The Honorable Mayor Kerry J. Donley
and all Members of City Council
of Alexandria, Virginia:

16
3-26-02

Consumers who participate in the five-day-a-week activities at the Patrick Street Clubhouse find this excellent program adds immeasurably to their quality of life while living in our city.

These consumers and the professional staff which diligently monitors them and the program all agree that a larger setting is needed and has been needed for many years. The 1400 Duke Street site and its accessible location to public transportation (used by most of the consumers) offers a most suitable option for a change of venue for the Clubhouse.

Many aspects of this change were explored at the Planning Commission meeting and at the City Council hearings and it is not the intent of this communication to review these details, etc.

We ask and urge that a "yes" vote be forthcoming approving the eventual moving of the Clubhouse to more suitable quarters at 1400 Duke Street.

Thank you for your consideration of this sincere request for the approval so needed in this matter.

Very truly yours,
Miriam Wiener
Miriam Wiener



Here follows names and signatures of other Alexandrians who concur in this choice of a new location for the Clubhouse.

Eurodell Atkins 313A, E. Raymond Ave Alexandria 22301

Stephen C. Bucynski, 605 Ramsey St., Alexandria VA 22301

Harvey Wiener, 2517 King St., Alexandria VA.

*Mary Jane Fowler 5401 Rickenbacher Ave.
Alexandria, VA. 22304*

*Richard W. Foulke 5401 Rickenbacher Ave
Alexandria, VA 22304*

additional signatures on page 2.

Additional signatures requesting a "yes" vote on moving Clubhouse
to 1400 Duke Street, Alexandria:

Rebecca D. Kryniewicz 807 North Howard St #126
Alexandria, VA 22304

Sylvia Podell 905 Crestwood Dr, Alexandria, VA 22302

Harold Podell 905 Crestwood Drive Alexandria, Va. 22302

Sarah G. Wilcox, 2309 King St, Alexandria, Va. 22301

Orlando & Valerie Martino 829 So Lee St 22314

PHONE-O-GRAM[®]

for: Council

16
3-26-02

From Ms. Arlyn Schlosberg Company _____
City 414 S. Payne St. Area Code 703 Phone 548-0279

Telephoned Please return the call Returned your call Will call again Came in See me

Message Pls deny Clubhouse relocation. She is concerned about the background of some of those people who will be in the program. Would feel safer if they went somewhere else.

Date 3/25 Time 3:50 Taken by →

Action Wanted _____

Action Taken _____

PHONE-O-GRAM[®]

for: Mayor & Council

16
3-26-02

From David & Jacqueline Nelson Company _____
City 1113 Roundhouse Lane Area Code _____ Phone _____
22314

Telephoned Please return the call Returned your call Will call again Came in See me

Message They are opposed to the relocation of the Clubhouse to 1400 Duke St.

Date 3/22 Time 11:30 Taken by be

Action Wanted _____

Action Taken _____

PHONE-O-GRAM®

for Mayor & Council ¹⁶ 3-26-02

From Mary Gleason Company _____

City 3805 Moore Place Area Code _____ Phone _____

Alex. Va. 22305

Telephoned Please return the call Returned your call Will call again Came in See me

Message please consider moving clubhouse
to Duke St. location - This
is the best place for it.
You are going to run into objections
no matter where you try to relocate.

Date 3/20 Time 1:00 Taken by bc

Action Wanted _____

Action Taken _____



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

Phone: (703) 838-4455
TDD: (703) 838-5054
Fax: (703) 838-5070
ci.alexandria.va.us

William L. Claiborn, Ph.D.
Executive Director

E-mail: acsb@ci.alexandria.va.us

January 4, 2002

Dear Neighbor:

I am writing as the Chair of the Alexandria Community Services Board to tell you of our plans to obtain a Special Use Permit for the use of the front part of the building at 1400 Duke Street as a site for our Clubhouse Program. We also plan to use the building for some general offices including staff who work in our residential programs in the community. The formal notice of the Planning Commission and Council hearings will be forthcoming later. We anticipate that the matter will be considered in March of this year.

For several years, we have been searching for a suitable location to replace our current site at 115 N. Patrick Street. The current building needs major renovations, it is not handicapped accessible and is too small for our current program needs. This new site, at 1400 Duke Street, should have sufficient space for the program and parking adequate to our needs. It is convenient to public transportation and to the commercial business on King and Duke Streets.

The Clubhouse Program serves Alexandrians with a serious mental illness and/or substance dependencies. A few participants may also have mental retardation. It is a day rehabilitation program designed to assist adults to live successfully in the community by providing a place for skill development, vocational and pre-vocational activities and socialization. The program typically operates during normal daytime hours, but has some evening and weekend activities. Approximately 142 people may be enrolled at any one time and about 85 persons are expected to attend on any single day. We anticipate that there will be approximately 38 staff members on site.

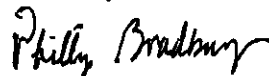
The Community Services Board consists of sixteen members appointed by City Council to oversee the policy and to administer the provision of publicly funded services for persons with mental illness, mental retardation and substance dependence. We meet in public session the first Thursday of the month at 720 N. St. Asaph Street. The Board has programs located throughout the City.

We would like to acquaint you with our Clubhouse Program. We will be having an open house at the current site, 115 N. Patrick Street, on Thursday, January 17th between 2:00 and 4:00 p.m. No appointment will be necessary; you can come and meet some program participants, staff and Board members informally. In addition, we are scheduling an open meeting at 115 N. Patrick Street on Wednesday, January 30th at 7:00 p.m. This meeting will include a brief formal presentation about the program, some handouts and an opportunity to discuss the program and answer any questions. In order to plan for this meeting, we would appreciate a call to Ms. Dara Schumaier at (703) 838-4455 to indicate if you plan to attend. (If you need any special accommodations, please let us know.)

I am enclosing some information about the Board and its programs which I hope you will find useful. If you have any questions, please call our Executive Director, Dr. William Claiborn, at (703) 838-4455 or email ACSB@ci.alexandria.va.us.

I hope you will take up our offer to learn more about our programs and the planned move. I look forward to meeting you, and to development of sustained good relationships between the Clubhouse (staff and participants) and its neighbors.

Sincerely,



Phillip Bradbury
Chair

Information about the Patrick Street Clubhouse

The following information is provided in a question and answer format, mostly relating to the existing Patrick Street Clubhouse. This information is indicative of what may be anticipated at the new location.

1. *What is the Patrick Street Clubhouse? How many people use the Clubhouse building each day?*

- The Clubhouse is a psychosocial rehabilitation program providing meaningful daytime activities for adults with serious mental illness. Day support services are also provided to consumers with substance use disorders.
- The Clubhouse program includes rehabilitation work units; case management; vocational services; group and individual counseling, and family support services. Social, recreational, and educational activities for consumers also take place in the building. Also housed in the building are a part time psychiatrist and the staff of residential and discharge planning programs, who work closely with Clubhouse consumers and staff
- When all programs are fully staffed, 24 staff (18 full time and 6 part time) provide day support services at the Clubhouse. In addition, another 14 staff (10 full time and 4 part time) maintain office space in the building but provide direct services elsewhere in the community. Of the total 38 staff, approximately two use public transportation and the remainder drive private vehicles.
 - The staff in the building include FT case manager level staff; FT and PT licensed clinicians; a PT psychiatrist; FT and PT receptionists including consumer/employees; FT and PT vocational and residential staff; and FT supervisors and Program Directors.
- The daily attendance of day support consumers is expected to average 85.
- Approximately 142 consumers may be enrolled at any one time.

2. *What more can you tell me about employment services at the Clubhouse?*

- The Vocational Program is open to all Clubhouse members and serves a total of 62 (54%) of the Clubhouse members. (39 members hold jobs; 12 are active job seekers; 11 are inactive job seekers).
- 34% of all Clubhouse members work part or full time.
- Clubhouse members hold jobs in numerous private local retail, food service, hospitality, and professional settings. The City of Alexandria also employs some members.
- The average hourly pay for Clubhouse members who disclose their wages is \$7.83 with a range from \$2.00-\$9.98 per hour.
- For members who have been employed less than a year, the average length of time on the job is 4 months. For members employed one year or longer, the average job tenure is 3 years.

3. *What are the Clubhouse's current operating hours?*

- Monday-Friday 8:00 A.M.-5:00 P.M.
- Evening social activities occur 1-2 nights per week and run as late as 9:30 P.M.
- Saturday Social Club, co-sponsored by the Department of Recreation, operates nearly every Saturday with variable hours.
- Hours of operation are subject to change as programming responds to consumer need.

4. *Does the Clubhouse serve consumers with dangerous behaviors or criminal histories?*

- We know of no dangerous behavior by our consumers that has involved neighbors or anyone in the vicinity of the Clubhouse.
- No consumer is permitted to come to the Clubhouse who is assessed to present a risk to self or others.
- All consumers referred to the Clubhouse have had clinical assessments completed which address their risk of harm to self and/or others.
- Members know that, per policy, they are not permitted to participate in the program while under the influence of alcohol or any non-prescribed drug. If a consumer is identified to be under the influence, program staff will immediately encourage and facilitate that member's linkage to other appropriate treatment.
- Clubhouse staff communicate closely with other Department staff, and staff of City agencies (i.e., Probation and Parole) to monitor all members' stability and evaluate risk on an ongoing basis.
- Approximately half of the consumers have had some involvement with the law.
- The majority of consumers' offenses were committed prior to joining the program.
- For active members in the Clubhouse program, most known legal offenses have included nuisance-like activity. See further detail under #10 below.
- An incident listing by the Alexandria Police Department shows that in a 12-month period ending April 2001, police have been involved with the Clubhouse in response to staff requests three times and twice to take a report from a consumer about lost property. One staff request was for assistance in removing a trespasser who was not a Clubhouse member from the building. Two staff requests involved obtaining police help for individuals who might be in danger of harming themselves. There were no requests for police action as a result of interactions with neighbors.
- When we are made aware of any objectionable behavior by a consumer in the community, staff take action to prevent the behavior from re-occurring and may suspend a consumer from the program.

5. *What is the history of the Clubhouse program and current building?*

- Prior to 1980, 115 N. Patrick St. had been a City-owned building used successively as a firehouse, Juvenile and Domestic Court, and Recreation Department.
- In 1980, the Department opened a Day Support program which served an average of fewer than 10 consumers daily.
- From 1983-1985, the Adult Day Support program transitioned to a Clubhouse model program and membership grew annually.
- In 1986, the back of the building was remodeled to provide additional unit and office space.
- Since 1987, the program has been solidly functioning as a Clubhouse and has consistently served over 110 members per year and from 40-50 members per day.
- The Patrick Street site has never required a Special Use Permit to operate as a Clubhouse and as long as the program remains in this building, no Special Use Permit would be required.
- The Day Support program has operated in the Mill Road facility since 1993.

6. *Why do you need a new building?*

- The current building is not handicapped accessible and the cost to make this building accessible (based on the City's Office of General Services analysis) would be prohibitive.
- We have outgrown the existing (roughly 4,000 square foot) space with the growth in numbers of clients served and programming offered since Clubhouse was started in 1985, as well as the addition of Day Support activities for persons with substance abuse histories.
- Building's configuration (two levels; numerous small, discrete spaces; partially detached 'carriage house' in the back) is not conducive to program activities.
- There is no large meeting space.
- We expect that with more space, greater numbers of currently enrolled consumers would attend on a daily basis, with no increase in staff resources.
- Our kitchen is inadequate.

7. *What are you looking for in a new building?*

- Approximately 10,000 square feet.
- Handicapped accessibility.
- Easy accessibility via public transportation.
- A location which permits members access to and integration with different community resources, businesses, and recreational opportunities.
- Commercial kitchen that allows for fully code-compliant meal preparation, storage, and clean-up to serve expected number of daily attendees.
- Welcoming, inviting, comfortable interior environment built durably.
- Interior configured with several large open areas to allow for consumers, with staff, to work effectively in program units.

8. *What is the history of the search for a new Clubhouse site?*

- We have looked at many freestanding appropriately-sized building on the market for sale or lease since early 1990s. Have also looked at vacant land to build upon and at properties that are not freestanding (i.e., floors of office buildings). We have looked at no fewer than twenty different possible locations over the years.

9. *How are your relationships with your neighbors?*

- The Clubhouse is immediate neighbor to both residences and businesses. The Mill Road facility has no adjacent neighbors.
- We have cooperative relationships with our neighbors who do call us with any questions, complaints, and observations about the building or member behavior.

10. *Do you get complaints from the neighbors?*

- We receive approximately five calls per year from our immediate neighbors or other members of the community near the Patrick Street facility.
- Typical complaints concern nuisances such as trash not being picked up, rodent control, or consumers standing or sitting on neighbors' property. The most serious (one consumer only) have been related to panhandling, and even urination in the alley between properties.
- In instances of serious complaints and/or repeated complaints about a given consumer's behavior, we have not permitted the consumer to return to the Clubhouse until and unless the behavior has stopped.

11. *What happens if a neighbor has a complaint?*

- If neighbors observe any illegal behavior in or around the Clubhouse, we advise them to directly contact the police.
- Neighbors are always encouraged to contact the Clubhouse Coordinator with any questions or concerns about Clubhouse operations, the building, or member behavior in the community.
- We respond immediately to any neighbor/community concern or question.
- We intervene clinically with consumers where appropriate to modify objectionable behaviors. This may include the member's suspension from the program.

12. *How can the Clubhouse contribute to my neighborhood?*

- The staff and members of the Patrick St. Clubhouse value our role as good neighbors and work hard to keep our property well-maintained, attractive, and orderly.
- Clubhouse members are Alexandrians who contribute to a richer community. We would welcome community participation in a neighborhood advisory council.

- Our staff and members are regular customers in many nearby businesses.

13. *What effect will the Clubhouse have on the property values in my neighborhood?*

- Real estate records show an increase in the assessments of properties adjacent to the current Clubhouse building.
- We have budgeted up to two million dollars to spend on renovations to the building which will enhance the value of the proposed property.

14. *What is the cost of the building and running the program and who pays for it?*

- We have approximately \$180,000.00/year budgeted for rent with an additional \$18,000 budgeted for utilities.
- Program costs, including personnel, are approximately \$905,000/year.
- Revenue sources include fees (17%), money from the State (37%), money from the City (43%) and money from the Federal Government (3%).

15. *Where do the Clubhouse participants live?*

- Members of the Clubhouse live in different types of housing throughout the City. They may live independently, with family, in subsidized housing, or in supervised or supported housing situations that are run by the Community Services Board.
- Clubhouse members live throughout Alexandria in approximately the following distribution: Duke St area (22304) 28%; Old Town (22314) 22%; Arlandria (22305) 18%; Braddock Rd/Quaker Lane area (22302) 15%; Far west part of City (22312) 9%; Del Ray (22301) 4%; Seminary Rd. area (22311) 4%.
- At present only two drive their personal cars.

16. *Why are you considering 1400 Duke St. for the new Clubhouse site?*

- 1400 Duke St. is in a convenient location for the consumers that use our program. It is easily accessible to public transportation and has adequate on-site parking for the numbers of staff and consumers who would drive private vehicles. There will be adequate and appropriately configured space to meet program needs.
- A preliminary study indicates that the site can be made handicapped accessible.
- Our proposed use of the site is not significantly unlike its prior use as a vocational training program.



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

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William L. Claiborn, Ph.D.
Executive Director

January 24, 2002

Mr. Peter Spencer
121 Harvard St.
Alexandria, VA 22314

Dear Mr. Spencer,

On Monday evening, January 14, 2002, I attended a meeting with citizens of the Upper King Street Civic Association to address the potential relocation of the Community Services Board's Adult Day Treatment Program to 1400 Duke Street. At the meeting, participants asked for clarification about several matters, especially regarding staff and consumer's anticipated impact on the neighborhood.

Please see the enclosed document which should address these questions and concerns. A copy of the Special Use Permit and preliminary floor plan are also enclosed.

As always, please contact me if you would like additional information or just to talk further.

Sincerely,

William Claiborn, Ph.D.
Executive Director
Alexandria Community Services Board

Enclosures

UPPER KING STREET CIVIC ASSOCIATION QUESTIONS AND ANSWERS

- 1 *How frequently do consumers come to the program under the influence of non-prescribed drugs or alcohol and, of those consumers, how many will go to detox?*

Approximately ten times per year, a consumer will present at the Clubhouse under the influence of non-prescribed drugs or alcohol. Over half of the time, a consumer will accept staff's recommendation and assistance to go to detox and is transported to the Board's detox program. When a consumer declines detox treatment, he is told he may not stay in or around the Clubhouse until further notice. In staff's recollections of the past year, there have been no instances of consumers refusing to leave the vicinity. In the event that this would happen, staff are instructed to contact the police for assistance.

2. *How successful are the day support programs in treating consumers?*

A primary goal of day support is to help consumers stay out of the hospital. In a one year period from 1/1/01-12/31/01, 5.4% of the consumers served in Day Support (11 out of 203) required psychiatric hospitalization. In the same time period, Substance Abuse Day Support served 74 consumers in the program, of whom 14 (19%) relapsed.

3. *What are the staff at the program and what do they do?*

We will have 18 full time and six part time employees providing services to consumers in or connected to the Day Support program. Their functions are as follows:

- A program director (FT)
- Four staff running the Clubhouse work units (all FT)
- Six staff providing case management and counseling services (all FT)
- Two staff serving as discharge planning liaisons (1 PT and 1 FT)
- Two staff providing vocational assessments, job placements, and job support (both FT)
- Four substance abuse therapists (2 PT and 2 FT)
- Three administrative support staff (1 PT and 2 FT)
- A psychiatrist (PT)
- A family program coordinator (PT)

We will also have ten full time and four part time staff who work as managers and support staff of other Board programs. These staff members would be using the building primarily for office space and include:

- An Extended Care Services director (FT)
- An Extended Care Services associate director (FT)
- A facility manager (FT)
- A residential services assistant director (FT)

- A residential services team leader (FT)
- Four Assistant Residential Coordinators (all FT)
- A nurse (PT)
- Four administrative support staff (1 PT and 3 FT)

Another 20 mostly part time staff who work in the community would come to the site at different times throughout the week.

4. *Which bus routes would likely be used by consumers and where are the bus stops?*

We expect that consumers would use the following stops most frequently:

Bus route	Bus stop	Bus stop
DASH AT8 Eastbound or Metrobus 29 K-N Eastbound	1446 Duke St @ Peyton	1306 Duke St. @Payne
DASH AT8 Westbound or Metrobus 29 K-N Westbound	1225 Duke St. @Payne	1451 Duke St. @Peyton
DASH AT2 Eastbound or Metrobus 28 A-B Eastbound	1304 King St @Payne	King Street Metro
DASH AT2 Westbound or Metrobus 28 A-B Westbound	1403 King St. @West	King Street Metro

5. *What are the maximum and minimum numbers of consumers who would attend the program on any given day?*

If all current consumers attended the program on a given day, there would be 142 consumers. In a recent three month period (10/1/01-12/31/01), the lowest combined attendance in the day support programs was 47 consumers (on 10/5/01) and the highest was 73 consumers (on 11/13/01). In a new location, we would expect the average daily attendance to be approximately 85 consumers.

6. *What are the diagnoses of the consumers that attend the program?*

Consumers have the following primary diagnoses:

Schizophrenia and Other Psychotic Disorders 47.4%

Substance Related Disorders	23.5%
Mood Disorders	17.7%
Other*	6.9%
Anxiety Disorders	4.5%

*The "Other" category includes, for example: Personality Disorder, Impulse Control Disorder, Adjustment Disorder, and Dementia.

7. *What kind of parking patterns do you have?*

Our plan is to use the on-site parking spaces for staff and consumer parking, while encouraging staff and consumers to use public transportation. Currently only consumers drive and they do not attend the program daily. Four City-owned vehicles would be parked in the parking lot. We will be conducting a parking survey at our current sites and will have additional information available at a later date.



ALEXANDRIA COMMUNITY SERVICES BOARD

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William L. Claiborn, Ph.D.
Executive Director

MEMORANDUM

DATE: FEBRUARY 21, 2002
TO: BARBARA ROSS, DEPUTY DIRECTOR, PLANNING & ZONING
FROM: *WLC* WILLIAM L. CLAIBORN, Ph.D., DIRECTOR, MH/MR/SA
RE: PROPOSED CLUBHOUSE ISSUES

The following information addresses your questions.

1. Historical efforts to secure a site for the clubhouse, potential locations and barriers to those locations:

The Alexandria Community Services Board has been searching for an adequate site for a Clubhouse for the past 10 years. During that time, the Board reviewed most, if not all sites of appropriate size that were for lease or sale. These sites have included:

1. 1002-1006 Queen St - building was sold before site analysis was completed
2. Hennage Printing (500 Henry St) - City Administration did not support location
3. Law School (Duke St.) - building was contracted for before site analysis was completed
4. 735 N. St Asaph (McCain Headquarters) - owner unresponsive to several inquiries
5. Prince and Alfred Streets- too expensive, not amenable to ADA renovations
6. 815 Slater's Lane - too much space
7. Mt. Vernon Avenue, Auto Place - City Administration did not support location
8. 114 Church St. - historical cemetery site, could not be supported by City Administration
9. 814-816 N. St Asaph - owner would not consider agreement with the SUP contingency
10. Duke St. (Old Alexandria Hospital) - prohibitive cost to make ADA accessible
11. Land at Duke and Quaker - City Administration did not support location
12. 2762 Duke - too expensive, too much space, high renovation cost
13. Monroe St building, next to Giant Food - problems with making the building handicapped accessible
14. 415 N. Alfred St. - very expensive, and concerns about hazardous materials abatement

15. N. Fayette/Wythe - prohibitively expensive for renovations
16. 113-114 Patrick - prohibitively expensive for renovations, no parking
17. Parking lot across the Street from 115 N. Patrick - too costly, loss of parking, vehicular access problems
18. 907 W. Glebe Rd. (Old Dominion Electric) - extensive renovation needs, public transportation problems
19. 112 N. Washington St. (Lower level) - no parking, no natural light
20. 6100 Lincolnia Rd. - office space shared with other users
21. 108 S. Washington St. (2nd floor) - no parking
22. 3000 Business Center Dr. (CSX land) - owner not interested in selling
23. 1021 Prince St. - high price, another buyer had a contract

The following sites progressed to the stage of public hearings:

1. Roth St - failure to reach agreement with owner regarding renovations and costs
2. Montgomery St - Owner withdrew from negotiations following SUP Hearings

2. Efforts to maintain appropriate trash containment and pick-up:

A. The proposed Clubhouse site at Duke Street has a dumpster rather than individual trash cans. Having a dumpster will significantly improve efforts at containing trash.

B. The trash management protocols at the current Clubhouse has been revised to include a double-check system which has made improvements at Patrick Street. These protocols will continue to be in place at the proposed Duke Street site.

3. Communications with Alexandria Police:

Community Services Board staff have communicated directly with the Alexandria Police Crime Analyst. The Crime Analyst has noted that in calendar year 2001:

A. There was one call from staff regarding office theft from within the Clubhouse. There were no other calls about crime on the premises.

B. All other contacts between the Clubhouse and the Police involved informational matters; requests for assistance with suicidal clients, requests for assistance for trespassing, staff making missing persons report and staff reporting a break in of her personal vehicle parked in the neighborhood.

4. Are all Clubhouse Members citizens of Alexandria?

Yes, all current Members of the Clubhouse are Alexandria citizens.

Clubhouse Parking Survey

Totals

Staff

DAY	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Monday 1/7/02	1	8	12	13	13	12	14	14	15	14	10
Tuesday 1/8/02	2	8	11	12	14	13	14	13	12	10	7
Wednesday 1/9/02	2	8	13	13	14	12	15	16	15	11	7
Thursday 1/10/02	1	8	9	11	9	11	12	13	13	11	9
Friday 1/11/02	2	6	10	11	10	11	12	12	12	10	5
Monday 1/14/02	4	11	11	13	12	8	11	11	12	9	2
Tuesday 1/15/02	2	10	12	13	16	11	16	15	14	11	5
Wednesday 1/16/02	2	8	16	16	16	14	16	14	14	12	6
Thursday 1/17/02	1	7	11	11	14	14	17	16	14	13	9
Friday 1/18/02	2	8	10	12	13	10	11	11	11	7	3

Consumers

DAY	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Monday 1/7/02	0	0	0	0	0	0	0	0	0	0	0
Tuesday 1/8/02	0	0	0	0	0	0	0	0	0	0	0
Wednesday 1/9/02	0	0	0	1	1	1	1	1	2	0	0
Thursday 1/10/02	0	0	0	0	0	0	0	1	1	0	0
Friday 1/11/02	0	0	0	0	0	0	0	0	0	0	0
Monday 1/14/02	0	0	0	0	0	0	0	0	0	0	0
Tuesday 1/15/02	0	0	0	0	0	0	0	0	0	0	0
Wednesday 1/16/02	0	0	0	0	0	0	0	0	0	0	0
Thursday 1/17/02	0	0	0	0	0	0	0	0	0	0	0
Friday 1/18/02	0	0	0	1	1	0	0	0	0	0	0

Visitors

DAY	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Monday 1/7/02	0	0	1	2	0	0	0	0	0	0	0
Tuesday 1/8/02	0	0	0	0	0	2	2	2	0	0	0
Wednesday 1/9/02	0	0	0	2	2	2	1	1	1	1	1
Thursday 1/10/02	0	0	0	0	0	0	0	0	0	1	0
Friday 1/11/02	0	0	0	0	0	0	0	0	0	0	0
Monday 1/14/02	0	0	0	0	0	0	0	0	0	0	0
Tuesday 1/15/02	0	0	0	0	0	1	1	2	0	0	0
Wednesday 1/16/02	0	0	0	0	0	0	0	0	0	0	0
Thursday 1/17/02	0	0	0	0	0	0	0	4	4	1	1
Friday 1/18/02	0	0	0	0	0	0	1	0	0	0	0

41

Total

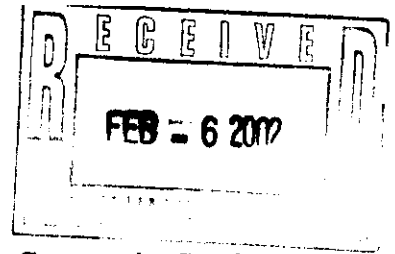
	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Monday 1/7/02	1	8	13	15	13	12	14	14	15	14	10
Tuesday 1/8/02	2	8	11	12	14	15	16	15	12	10	7
Wednesday 1/9/02	2	8	13	16	17	15	17	18	18	12	8
Thursday 1/10/02	1	8	9	11	9	11	12	14	14	12	9
Friday 1/11/02	2	6	10	11	10	11	12	12	12	10	5
Monday 1/14/02	4	11	11	13	12	8	11	11	12	9	2
Tuesday 1/15/02	2	10	12	13	16	12	17	17	14	11	5
Wednesday 1/16/02	2	8	16	16	16	14	16	14	14	12	6
Thursday 1/17/02	1	7	11	11	14	14	17	20	18	14	10
Friday 1/18/02	2	8	10	13	14	10	12	11	11	7	3
Total	19	82	116	131	135	122	144	146	140	111	65
# days	10	10	10	10	10	10	10	10	10	10	10
Average	2	8	12	13	14	12	14	15	14	11	7
Other Staff	0	0	6	6	6	6	6	6	6	6	6
Estimated Average	2	8	18	19	20	18	20	21	20	17	13
Peak	4	11	16	16	17	15	17	20	18	14	10
Other staff	6	6	6	6	6	6	6	6	6	6	6
Estimated Peak	10	17	22	22	23	21	23	26	24	20	16

Other staff =
 Extended Care Dir.
 Dir. Residential Svcs.
 Dir. Residential Svcs.
 1 support staff
 2 Ass't Coordinators

Note: 1 support staff
 currently at 720 carpools
 thus not included

42

Clayborn



SUBJECT: A Frank Conversation with the Executive Director for Community Services Board (CSB) regarding CSB's request for an SUP to Move the Patrick Street Clubhouse Program --with respect to the Safety and Security of Residents in Adjacent Buildings.

Dear Ms. Ross,

I am a resident in the Old Town Village Condominium community and seek your understanding of the safety and security issues raised by the SUP you will soon consider.

On January 22, I received a call from Mr. William Clayborn, the Executive Director for CSB. It was a community outreach effort to calm residents' safety and security fears due to CSB's SUP request needed to move the Patrick Street Clubhouse Program to S. West and Duke Streets. According to CSB, the Clubhouse serves citizens with "serious mental illness and/or substance dependencies." Mr. Clayborn was concerned that residents in buildings adjacent to the proposed new location for the Clubhouse might overreact out of ignorance of mental illness or to the fact that "50% of the participants in the Clubhouse Program have had some prior involvement with the law." The conversation gave me an opportunity to convince Mr. Clayborn that ignorance was not a factor in this community, because many of us have family members and friends with serious mental illness and drug abuse histories. While we are aware of the miraculous advances in medications in the past decade, we are also intimately aware of the frequent problem of people stopping the medication against doctors' advice -- and the troubles that follow.

The conversation also gave me an opportunity to convince Mr. Clayborn that the safety and security situation at the proposed site on S. West Street is very different indeed from that at the current Clubhouse location on Patrick Street. At first blush, the proposed Clubhouse site might not seem to raise safety and security concerns, given the constant flow of automobile traffic on Duke Street. However, Mr. Clayborn was surprised to learn about the isolated nature of S. West Street, the isolated nature of Old Town Village Condo resident parking lots, and the isolated cemeteries which have already raised issues for the city regarding homeless people sleeping under residents' decks. I've attached a diagram of these areas: but in order to understand the true nature of the safety and security problems, it is necessary to walk, not drive, these areas at night, which Mr. Clayborn said he would do. It is dark when people walk home after work from the metro during winter or when they park their cars behind their condos. Moreover, the CSB intends to have evening social programs at the Clubhouse twice a week, which will last as late as 9:30 pm. Long before the CSB's SUP, safety and security have been serious concerns for this community, where most residents are single women and/or retirees.

Although Mr. Clayborn is truly interested in having the Clubhouse be a good neighbor, i.e., he is concerned for residents' safety, his job is to promote the interests of CSB professionals and clients. He explained how frustrated CSB is in its search for better office space for its staff and a larger space for its clients. Over 20 properties have been investigated to no avail. Each site had its faults -- money was frequently the

problem. I asked Mr. Clayborn not to settle on the S. West Street site, with its serious safety and security problems, just because CSB is tired of looking. What at first looked like an ideal site is in reality a terribly dangerous one.

Thank you for taking this information into consideration as you weigh the factors raised in CSB's request for a Special Use Permit. I believe that the factors weigh in favor of the residents, because the important services provided by the Clubhouse will continue to be provided, while the CSB continues its search for a larger building for its staff offices and clients.

Cc: Ms. Barbara Ross, Director of Planning and Zoning
Planning Commission Members
City Council Members

WAREHOUSE

CONDOMINIUM

CEMETARY
CONDOMINIUM

ROUND HOUSE ROAD

CEMETARY

CONDO,
(20 UNITS)

PARKING LOT
FOR CONDOS,

(NO BACK ENTRANCE)
CONDO,
(20 UNITS)
↑ (ENTRANCE)

CONDO,
(20 UNITS)

PARKING LOT

BIKE PATH

↑ FENCE

FANNON OIL
LOADING
DEPOT

WAREHOUSE
(NO WINDOWS)

SMALL PARKING LOT

SOUTH WEST STREET

PARKING LOT
(NO WINDOWS)
SUP
CLUBHOUSE
PROPOSED
RELOCATION
(TEST BLDG.)

DUKE ST.

AS

DeVore Planning Council: March 5
Mr. Wagner

SUP 2001-0138

From: Lucille Judge
1304 Roundhouse Lane #503
Alexandria, Virginia 22314
703/535-5741

February 9, 01

Re: Application of Special Use Permit by
Alexandria Community Services Board to
relocate, renovate, expand the 115 N. Patriok
Street "Clubhouse" to the former TESST
Building on the corner of Duke and West.

My position: I am strongly against this
application for the following reasons.

1. The terms "clubhouse" and
"consumers" blanket the following words:
heroin, cocaine, crack, withdrawal and
post-withdrawal symptoms, protracted
abstinence syndrome, and relapse. Attracting
"consumers" to my neighborhood, to an area
I frequently walk by with my grandchild,
where, until now I have felt safe and
secure, frightens me greatly.

2. This is a site that could meet
the needs of residents with a grocery
store, mini-mall, or medical offices (urgent care).

I appreciate your attention.

Lucille Judge



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

Phone: (703) 838-4455
TDD: (703) 838-5054
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William L. Claiborn, Ph.D.
Executive Director

E-mail: acsb@ci.alexandria.va.us

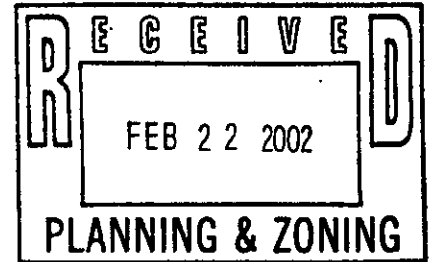
MEMORANDUM

Date: February 22, 2002

To: Barbara Ross, Deputy Director
Planning & Zoning

From: William L. Claiborn, Ph.D., Director, MH/MR/SA

Subject: Alexandria Community Services Board outreach efforts



The following categories of contacts (letters, meetings, telephone/facsimile) represent the Alexandria Community Services Board outreach effort related to the relocation of the Clubhouse.

Letters:

- January 4, 2002 - Letters were sent to citizens regarding the proposed Clubhouse move. These letters invited citizens to attend an open house meeting at the Clubhouse on January 17, 2002 and an open meeting on January 30, 2002.
- January 24, 2002 - Letters, with responses to questions were mailed to two citizens who attended the Upper King Street Association informational meeting regarding the clubhouse.
- February 14, 2002 - Letters, providing the required legal notification, were mailed to the adjoining neighbors of the proposed Duke St. site.

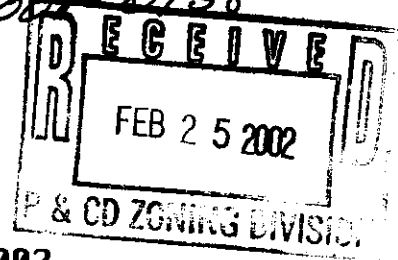
- February 14, 2002 - approximately 120 letters were mailed to other neighbors near the proposed Duke St. site notifying citizens of the City Planning Commission meeting and the City Council Hearing about the SUP.
- February 20, 2002 - hand delivered letter to SW Quadrant Assn. by CSB staff C. Layer

Meetings:

- January 14, 2002 - Upper King Street Civic Assoc.
- January 17, 2002 - Open House at Clubhouse
- January 30, 2002 - Public Meeting at the Clubhouse
- February 1, 2002 - Executive Committee Meeting of Old Town Civic Association
- February 4, 2002 - Old Town South Civic Association Meeting
- February 13, 2002 - Old Town Alex. Civic Association Meeting
- February 19, 2002 - Friends of the Mental Health Center Meeting
- February 20, 2002 - Roundhouse Meeting with Old Town Village Association
- February 20, 2002 - Outreach visit by CSB staff C. Layer to 2 SW Quadrant residents
- February 21, 2002 - Community Meeting at Patrick Street requested by Peter Spencer

In addition to the community meetings staff have responded to 6 phone calls from citizens with questions about the Clubhouse and the Board's proposal.

#4. SUP 2001-0138



Feb. 22, 2002

To: Ms. Eileen Fogarty
Director, Planning and Zoning Commission
City of Alexandria
301 King Street, Room 2100

Dear Ms. Fogarty,

My wife and I, age 74 and 79, have a daughter who is a client in the Alexandria Mental Health System. The support she has received via the Patrick Street Club House has been vital for both her physical and mental well being. We are well aware that funds for such support is dependent on federal, state and city resources, a three-legged stool. Also, I'm sure you know that a dollar spent on such support promotes overall savings in a relatively short time for each of these resources, not to mention its impact on advocates like us.

The folks at the Patrick Street Club House must continue their remarkable job of supporting the ever increasing need for assistance to the less fortunate and handicapped citizens of Alexandria.

For the above reasons you are urged to support these growing needs with adequate long range planning. We therefore ask that you use your best judgment with a bit of compassion in deciding how to best serve the clients of Alexandria viz. a viz. the recommendations of the Alexandria Community Services Board (ACSB) for an appropriate facility at 1460 Duke Street.

Sincerely,

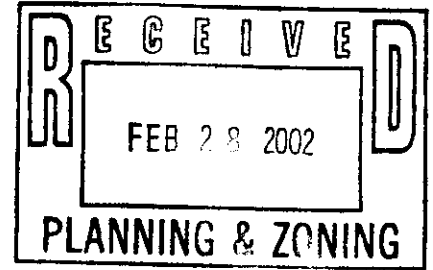
Dan S. Serice
Eileen L. Serice

Dan and Eileen Serice
3915 Cameron Mills Rd.
Alexandria, Va. 22305

#9. SUP 2001-0138

Mr. Russ Termeh
Pasta Peasant
1024 Cameron St.
Alexandria, VA 22314

Ms. Barbara Ross
Planning and Zoning Commission
City of Alexandria
301 King Street
Room 2100
Alexandria, VA 22314



February 21, 2002

Dear Ms. Ross,

I am the owner of the Pasta Peasant restaurant. As a current business neighbor of the Patrick Street Clubhouse, I am writing to you to offer my impressions regarding the program's impact on the neighborhood.


My restaurant has been at its present location since 1990. During this entire period, the Patrick Clubhouse has been located one block directly east of my business. The front of the Patrick Street Clubhouse is visible from the patio of my restaurant, where customers can dine outdoors.

Clubhouse employees and clients frequent my restaurant daily; they are regular customers here. We have never had any disturbances, nuisance behaviors, complaints from other customers, or other problems resulting from having the Clubhouse as a neighbor.

I can not be present at the hearing on March 5, 2002, but offer these comments, in lieu of personal testimony at the hearing, for your consideration in response to the Clubhouse's request for a Special Use Permit.

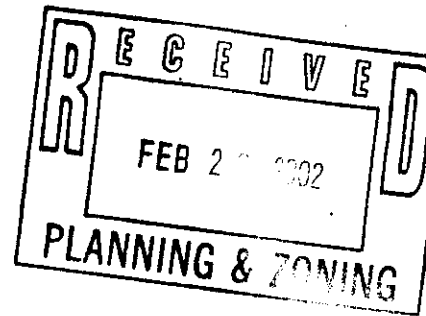
Thank you.

Sincerely,


Russ Termeh

#9. SUP 2001-0138

Linwood M. Smith
1007 Gibbon St.
Alexandria, Va. 22314



Mr. Phillip Bradbury
Chairman
Alexandria Community Services Board
720 North Saint Asaph Street
Alexandria, Va. 22314

Dear Mr. Bradbury,

I have received information on your proposed use of the 1400 Duke Street site for use as the Clubhouse in the treatment of citizens suffering the misfortune of mental illness, addictions and developmental disorders. As proposed, the Clubhouse concept appears to be a viable approach to treatment and a much needed one.

I have spoken with my neighbors and many of us agree that a treatment program such as yours is much needed. I wish to offer my support in the interest of promoting your program.

Sincerely,

Linwood M. Smith



phillip.bradbury@worldnet.att.net

02/11/02 10:06 AM

To: wmeuille@wdeuille.com @ INTERNET, dspeck@naol.com @ INTERNET, vote4eberwein@aol.com @ INTERNET, delpepper@aol.com @ INTERNET, council-woodson@home.com @ INTERNET, mayoralx@aol.com @ INTERNET, billclev@home.com @ INTERNET
cc: William Claiborn@Alex
Subject: Public consultation on relocation of CSB clubhouse

Dear Members of Council,

When we first notified you of our plans for relocating the CSB Clubhouse to 140 Duke Street, we promised to keep you informed of developments in the public consultation process. We have since written to over 200 organizations and individuals, and met or have meetings planned with all who have requested a meeting. We have also held an Open House and an Open Meeting at the existing Clubhouse.

To date these meetings have been cordial and have resulted in the kind of questions that could be expected (parking, traffic patterns, safety, nuisance etc). Within the "nuisance" context, there is one matter I'd like to bring to your attention. In one of our meetings, a set of photographs was produced depicting the unsightly piles of uncollected trash that had accumulated, on several different days, outside the present clubhouse. Trash management was then cited as one of the nuisances that might be expected at the new location, and it can be anticipated that the photographs will re-surface in future meetings.

I want you to know that this complaint was immediately investigated, and was found to be valid. Specifically, we discovered that four things were happening:

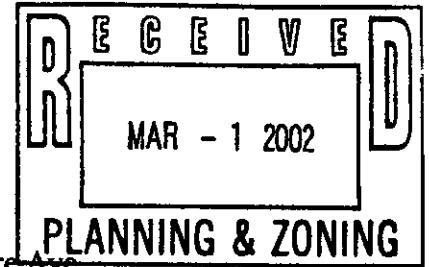
1. TES was not regularly picking up the trash.
2. After hours cleaning crews were piling it up if there was no room in existing containers.
3. Some neighbors used our cans/area to pile up their trash.
4. There were not enough containers.

Additional trash containers have now been obtained, and TES has committed to regular pick up, cleaning crews have been instructed in proper procedures. The clubhouse staff now require daily (first and last of the day) supervisor oversight of the trash situation. The attached letter has been sent to the President of the CA that raised the issue.

Through these actions, CSB intends to demonstrate that when valid complaints are raised (and this one was valid) prompt corrective action is taken and the complainant is kept informed.

Phill Bradbury
Chairman, Community Services Board

#9. SUP 2001-0138



March 1, 2002

5100 Fillmore Ave.
Alexandria, Va. 22311

To the Chair and Members of The Planning Commission
City Hall
Alexandria, Virginia 22314

I am writing in support of the purchase, or lease, of 1400 DUKE St. (Duke and West) ,as a replacement for the Patrick St. Clubhouse which is supervised by the City's Department of Mental Health, Mental Retardation and Substance Abuse Services.

Patrick St. can accomodate (somewhat), forty people in a day treatment program. Patrick Street presently has a census of 150. Patrick St. is not handicapped accessible, nor has it a sufficiently large (commercial-type) kitchen to easily feed its members lunch.

1400 Duke is easily reached by Metro and Dash buses, can accomodate an elevator and a commercial kitchen - and a larger day support program for clubhouse members.

DMHMRSAS has been searching for a new , and larger, clubhouse for at least the past ten years. 1400 Duke has the square footage essential for this program; is centrally located, will need renovation - but not extensive, and , has parking on the premises for staff (and the two members who have cars).

As a longtime member of the Friends of Alexandria's Mental Health Center, and a former member and chair of the Community Services Board, I know how important the day support programs are to the health and recovery of our clients.

I strongly urge your approval of the CSB's and DMHMRSAS request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois Van Valkenburgh".

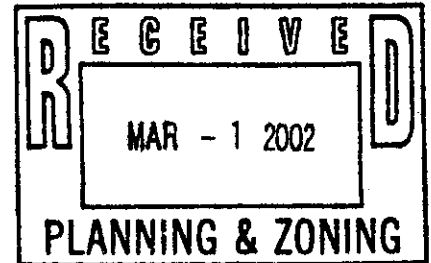
Lois Van Valkenburgh

The Old Town Civic Association

POST OFFICE BOX 21333
ALEXANDRIA, VIRGINIA 22320-2333

March 1, 2002

Ms. Barbara Ross
Deputy Director
Department of Planning & Zoning
City of Alexandria
301 King Street
Alexandria, VA 22314



RE: Docket Item #9 / SUP #2001-0138
CSB Clubhouse / 1400 Duke Street

Dear Ms. Ross:

In the event I am unable to attend the March 5, 2002 Planning Commission meeting the OTCA Board of Directors wanted to make sure that there was a record of our position on this SUP application.

Early in the process representatives of CSB contacted OTCA to advise us of their plans for 1400 Duke Street. In addition to meeting with our Board, CSB representatives presented their proposal at our general membership meeting on February 13, 2002. We also reviewed the application, staff report and discussed the proposed use extensively. Furthermore, we sincerely appreciate the efforts of the CSB representatives in addressing the issues and making the effort to ensure that the community was fully informed of the proposed use and the concessions that were being requested.

Having read the staff report in great detail, it is important at the outset to remember that this is a land use decision, i.e., how the land is used, not who uses it. The fact is that the CSB Clubhouse has already operated in Old Town as a good neighbor without incident for a number of years. The proposed use is clearly less intrusive than the previous use as an electronics technical school which, notwithstanding the "availability" of off-site parking at the Fanon Coal Yard, caused repeated parking problems along Duke, South West, South Payne and South Fayette streets. The fact that most program participants use public transportation combined with the fact that the site is well served by DASH, Metrobus and nearby Metrorail, mitigates the parking and traffic concerns. (OTCA was unable to support the recent health club proposal for this site because of the traffic and parking impact on the surrounding neighborhood.)

It is our belief that the applicant has sustained the burden of demonstrating that this "special" use, which requires a parking reduction, is beneficial to the community. The program primarily serves Alexandria residents through structured day programs to "support and reestablish an independent lifestyle". Through case management, medication management, family support and job coaching the program serves an important role to the entire community. Finally, the parking study undertaken by the Clubhouse confirms that the impact on the surrounding neighborhood would be negligible. Additionally, the conditions recommended by staff provide additional safeguards that support this use.

The surrounding area contains a mix of residential and commercial uses that is part of the diversity and attractiveness of Alexandria. The proposed use is supported by current zoning, and is consistent with the continued development and redevelopment of this area. Accordingly, the OTCA has concluded that this SUP, subject to conditions, is warranted.

Sincerely,



Mark S. Feldheim
President

cc: Eric Wagner
Chairperson, Planning Commission

Philip Bradbury
Chair, CSB

Peter Spencer
Upper King Street Civic Association

#9 SUP 2001-0138

UPPER KING STREET NEIGHBORHOOD**Civic Association**

121 Harvard Street
 Alexandria, VA 22314
 (703) 549-1622
 pascencer@aol.com

President

Peter Spencer

Vice-President

Dean Troxel

Secretary

Laura Campbell

Street Representatives**Cameron**

Paul Will

Commerce

Sara & Darren Donahue

Duke

Heather & Scott

Shay-Peters

Harvard

Jocelyn Flanagan

Payne

Hope Gibbs & Bob Lennox

Peyton

Valma & Reuben Allen

Prince

Peter Lauria &

Kathleen Sheehan

West

Marylou Whelan

Treasurer

Ashley Spencer

Business Liaison

Peter Spencer

Counsel

Mike Flanagan

March 1, 2002

To: The Chairman and Members of Planning and Zoning Commission

From: Peter Spencer, for the Executive Committee

Re: Alexandria Community Services Board; Docket #9, S.U.P. #2001-0138

Members of the Upper King Street Neighborhood Civic Association (UKSNA) have been considering the proposal in question carefully since it was first announced in early January.

Members and staff of the Alexandria Community Services Board (ACSB) have made a detailed presentation at our monthly meeting. They have met with a smaller group of interested residents and executive committee members on another occasion and, overall, have been open and forthcoming with information about their proposal to move the Patrick Street Clubhouse to 1400 Duke. However, information has been limited regarding the Substance Abuse Day Program and the effects of its relocation from its current Mill Road location.

Although we appreciate and welcome the good work of the current Clubhouse program, which is presently located just a few blocks from our Association boundary, we cannot at this time support its move to 1400 Duke Street. The reason is straightforward: residents and members of the Association living on South Payne, South West, and Commerce Streets continue to express strong reservations – after hearing and deliberating on available information about the proposal – concerning three issues.

1) Parking. The survey provided by the ACSB and analyzed in the City Staff report relieves some concern about the potential impact, but it does not address whether parking and traffic from “consumers” from the Mill Road facility will overwhelm the available spaces or that even small increases in the program will do the same, thus intensifying the ever-tight street parking. The staff report also shows limited consideration (four spaces) for the parking requirements of the additional office space in the proposed lease that will not be used by the program. Because the 1400 Duke building was designed for limited occupancy and high storage capacity, it is believed that any future tenant and use should fit that design.

2) Pedestrian traffic and "social service saturation." The second and most widely shared concern among UKSNA residents involves an issue not addressed in the Staff report, which otherwise thoughtfully addressed resident concerns, particularly those living to the South of Duke. Essentially, the Patrick Street Clubhouse and the Mill Road Substance Abuse Day Program would both relocate from their existing separate locations and combine into a few block area already containing several social service organizations and programs — Catholic Charities, St. Coletta adult day program, Shiloh Baptist Church, and others. One concern resulting from this saturation, for example, is that Clubhouse "consumers" and particularly substance abusers seeking treatment (the majority of whom reportedly take public transportation) will be walking through the South West Street area while participants in the Catholic Charities will be milling about awaiting the food program to begin; the two operations are separated by one block.

3) Expansion. A major resident objection concerns the moving of the Mill Road program, and indications in the S.U.P suggest that services can expand. The city will also maintain its ability for continued expansion, particularly by exercising its rights to purchase or lease more of the 1400 Duke building. Given the history of continued growth in both services and facilities of the other social service organizations in the immediate area, expansion seems inevitable to the concerned residents.

Unfortunately, residents believe that these three concerns have not been adequately addressed. It's not clear at this point whether additional conditions can reduce these concerns — conditions, for example, that would require all employees to park off street or to use city parking facilities (Jones Point); that would limit future expansion of the substance abuse program; or would provide for some curtailment of programs if "consumer" off-property activities present a negative impact on the adjacent neighborhood.

In any case, we encourage the Commissioners to consider these concerns before making their decision. And we respectfully urge them, if they choose to approve the proposal, to recommend, at the least, additional conditions that would address the aforementioned concerns. In the meantime, we cannot support this S.U.P request.

c.c. William Claiborn
Barbara Ross



#9.
CITY MANAGER'S OFFICE
ALEXANDRIA, VA

2002 FEB 28 P 2:21

ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

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ci.alexandria.va.us

William L. Claiborn, Ph.D.
Executive Director

E-mail: acsb@ci.alexandria.va.us

MEMORANDUM

Subject: February 28, 2002

To: The Honorable Mayor Kerry J. Donley and Members of City Council

From: William L. Claiborn, Ph.D., Executive Director

Subject: Information re our Clubhouse Relocation Efforts

Phill Bradbury asked that I get you a copy of some of the materials relating to our efforts to relocate the clubhouse and the substance abuse day support program to 1400 Duke Street. As you know, this matter comes before the Planning Commission next Tuesday and before Council at your Public Hearing day on the 16th of March.

Enclosed here is:

1. Original letter sent on January to over 100 residents and nearby Civic Associations.
2. Original set of questions and answers sent with the letter.
3. Additional questions and answers prepared in response to further questions.
4. A memorandum summarizing our community efforts to date.

I hope the information is helpful, and if you have any questions, please let me know.

~~cc: Phillip Sunderland~~



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

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ci.alexandria.va.us
E-mail: acsb@ci.alexandria.va.us

William L. Claiborn, Ph.D.
Executive Director

January 4, 2002

FIELD(name)
FIELD(street)
FIELD(citystatezip)

Dear FIELD(salutation):

I am writing as the Chair of the Alexandria Community Services Board to tell you of our plans to obtain a Special Use Permit for the use of the front part of the building at 1400 Duke Street as a site for our Clubhouse Program. We also plan to use the building for some general offices including staff who work in our residential programs in the community. The formal notice of the Planning Commission and Council hearings will be forthcoming later. We anticipate that the matter will be considered in March of this year.

For several years, we have been searching for a suitable location to replace our current site at 115 N. Patrick Street. The current building needs major renovations, it is not handicapped accessible and is too small for our current program needs. This new site, at 1400 Duke Street, should have sufficient space for the program and parking adequate to our needs. It is convenient to public transportation and to the commercial business on King and Duke Streets.

The Clubhouse Program serves Alexandrians with a serious mental illness and/or substance dependencies. A few participants may also have mental retardation. It is a day rehabilitation program designed to assist adults to live successfully in the community by providing a place for skill development, vocational and pre-vocational activities and socialization. The program typically operates during normal daytime hours, but has some evening and weekend activities. Approximately 142 people may be enrolled at any one time and about 85 persons are expected to attend on any single day. We anticipate that there will be approximately 38 staff members on site.

The Community Services Board consists of sixteen members appointed by City Council to oversee the policy and to administer the provision of publicly funded services for persons with mental illness, mental retardation and substance dependence. We meet in public session the first Thursday of the month at 720 N. St. Asaph Street. The Board has programs located throughout the City.

We would like to acquaint you with our Clubhouse Program. We will be having an open house at the current site, 115 N. Patrick Street, on Thursday, January 17th between 2:00 and 4:00 p.m. No appointment will be necessary; you can come and meet some program participants, staff and Board members informally. In addition, we are scheduling an open meeting at 115 N. Patrick Street on Wednesday, January 30th at 7:00 p.m. This meeting will include a brief formal presentation about the program, some handouts and an opportunity to discuss the program and answer any questions. In order to plan for this meeting, we would appreciate a call to Ms. Dara Schumaier at (703) 838-4455 to indicate if you plan to attend. (If you need any special accommodations, please let us know.)

I am enclosing some information about the Board and its programs which I hope you will find useful. If you have any questions, please call our Executive Director, Dr. William Claiborn, at (703) 838-4455 or email ACSB@ci.alexandria.va.us.

I hope you will take up our offer to learn more about our programs and the planned move. I look forward to meeting you, and to development of sustained good relationships between the Clubhouse (staff and participants) and its neighbors.

Sincerely,

Phillip Bradbury
Chair

Information about the Patrick Street Clubhouse

The following information is provided in a question and answer format, mostly relating to the existing Patrick Street Clubhouse. This information is indicative of what may be anticipated at the new location.

1. *What is the Patrick Street Clubhouse? How many people use the Clubhouse building each day?*

- The Clubhouse is a psychosocial rehabilitation program providing meaningful daytime activities for adults with serious mental illness. Day support services are also provided to consumers with substance use disorders.
- The Clubhouse program includes rehabilitation work units; case management; vocational services; group and individual counseling, and family support services. Social, recreational, and educational activities for consumers also take place in the building. Also housed in the building are a part time psychiatrist and the staff of residential and discharge planning programs, who work closely with Clubhouse consumers and staff
- When all programs are fully staffed, 24 staff (18 full time and 6 part time) provide day support services at the Clubhouse. In addition, another 14 staff (10 full time and 4 part time) maintain office space in the building but provide direct services elsewhere in the community. Of the total 38 staff, approximately two use public transportation and the remainder drive private vehicles.
 - The staff in the building include FT case manager level staff; FT and PT licensed clinicians; a PT psychiatrist; FT and PT receptionists including consumer/employees; FT and PT vocational and residential staff; and FT supervisors and Program Directors.
- The daily attendance of day support consumers is expected to average 85.
- Approximately 142 consumers may be enrolled at any one time.

2. *What more can you tell me about employment services at the Clubhouse?*

- The Vocational Program is open to all Clubhouse members and serves a total of 62 (54%) of the Clubhouse members. (39 members hold jobs; 12 are active job seekers; 11 are inactive job seekers).
- 34% of all Clubhouse members work part or full time.
- Clubhouse members hold jobs in numerous private local retail, food service, hospitality, and professional settings. The City of Alexandria also employs some members.
- The average hourly pay for Clubhouse members who disclose their wages is \$7.83 with a range from \$2.00-\$9.98 per hour.
- For members who have been employed less than a year, the average length of time on the job is 4 months. For members employed one year or longer, the average job tenure is 3 years.

3. *What are the Clubhouse's current operating hours?*

- Monday-Friday 8:00 A.M.-5:00 P.M.
- Evening social activities occur 1-2 nights per week and run as late as 9:30 P.M.
- Saturday Social Club, co-sponsored by the Department of Recreation, operates nearly every Saturday with variable hours.
- Hours of operation are subject to change as programming responds to consumer need.

4. *Does the Clubhouse serve consumers with dangerous behaviors or criminal histories?**

- We know of no dangerous behavior by our consumers that has involved neighbors or anyone in the vicinity of the Clubhouse.
- No consumer is permitted to come to the Clubhouse who is assessed to present a risk to self or others.
- All consumers referred to the Clubhouse have had clinical assessments completed which address their risk of harm to self and/or others.
- Members know that, per policy, they are not permitted to participate in the program while under the influence of alcohol or any non-prescribed drug. If a consumer is identified to be under the influence, program staff will immediately encourage and facilitate that member's linkage to other appropriate treatment.
- Clubhouse staff communicate closely with other Department staff, and staff of City agencies (i.e., Probation and Parole) to monitor all members' stability and evaluate risk on an ongoing basis.
- Approximately half of the consumers have had some involvement with the law.
- The majority of consumers' offenses were committed prior to joining the program.
- In past years, for active members in the Clubhouse program, most known legal offenses have included nuisance-like activity. See further detail under #10 below.
- In calendar year 2001, there were 11 calls from the Clubhouse to the police. None was related to a crime on the premises. During this same period, there was one reported office theft. * There were no reported requests for police action as a result of Clubhouse members' interactions with neighbors.
- When we are made aware of any objectionable behavior by a consumer in the community, staff take action to prevent the behavior from re-occurring and may suspend a consumer from the program.

5. *What is the history of the Clubhouse program and current building?*

- Prior to 1980, 115 N. Patrick St. had been a City-owned building used successively as a firehouse, Juvenile and Domestic Court, and Recreation Department.

*This information has been updated to reflect data from the most recent calendar year.

- From 1983-1985, the Adult Day Support program transitioned to a Clubhouse model program and membership grew annually.
- In 1986, the back of the building was remodeled to provide additional unit and

office space.

- Since 1987, the program has been solidly functioning as a Clubhouse and has consistently served over 110 members per year and from 40-50 members per day.
- The Patrick Street site has never required a Special Use Permit to operate as a Clubhouse and as long as the program remains in this building, no Special Use Permit would be required.
- The Day Support program has operated in the Mill Road facility since 1993.

6. *Why do you need a new building?*

- The current building is not handicapped accessible and the cost to make this building accessible (based on the City's Office of General Services analysis) would be prohibitive.
- We have outgrown the existing (roughly 4,000 square foot) space with the growth in numbers of clients served and programming offered since Clubhouse was started in 1985, as well as the addition of Day Support activities for persons with substance abuse histories.
- Building's configuration (two levels; numerous small, discrete spaces; partially detached 'carriage house' in the back) is not conducive to program activities.
- There is no large meeting space.
- We expect that with more space, greater numbers of currently enrolled consumers would attend on a daily basis, with no increase in staff resources.
- Our kitchen is inadequate.

7. *What are you looking for in a new building?*

- Approximately 10,000 square feet.
- Handicapped accessibility.
- Easy accessibility via public transportation.
- A location which permits members access to and integration with different community resources, businesses, and recreational opportunities.
- Commercial kitchen that allows for fully code-compliant meal preparation, storage, and clean-up to serve expected number of daily attendees.
- Welcoming, inviting, comfortable interior environment built durably.
- Interior configured with several large open areas to allow for consumers, with staff, to work effectively in program units.

8. *What is the history of the search for a new Clubhouse site?*

- We have looked at many freestanding appropriately-sized building on the market for sale or lease since early 1990s. Have also looked at vacant land to build upon and at properties that are not freestanding (i.e., floors of office buildings). We have looked at no fewer than twenty different possible locations over the years.

9. *How are your relationships with your neighbors?*

- The Clubhouse is immediate neighbor to both residences and businesses. The Mill Road facility has no adjacent neighbors.
- We have cooperative relationships with our neighbors who do call us with any questions, complaints, and observations about the building or member behavior.

10. Do you get complaints from the neighbors?

- We receive approximately five calls per year from our immediate neighbors or other members of the community near the Patrick Street facility.
- Typical complaints concern nuisances such as trash not being picked up, rodent control, or consumers standing or sitting on neighbors' property. The most serious (one consumer only) have been related to panhandling, and even urination in the alley between properties.
- In instances of serious complaints and/or repeated complaints about a given consumer's behavior, we have not permitted the consumer to return to the Clubhouse until and unless the behavior has stopped.

11. What happens if a neighbor has a complaint?

- If neighbors observe any illegal behavior in or around the Clubhouse, we advise them to directly contact the police.
- Neighbors are always encouraged to contact the Clubhouse Coordinator with any questions or concerns about Clubhouse operations, the building, or member behavior in the community.
- We respond immediately to any neighbor/community concern or question.
- We intervene clinically with consumers where appropriate to modify objectionable behaviors. This may include the member's suspension from the program.

12. How can the Clubhouse contribute to my neighborhood?

- The staff and members of the Patrick St. Clubhouse value our role as good neighbors and work hard to keep our property well-maintained, attractive, and orderly.
- Clubhouse members are Alexandrians who contribute to a richer community. We would welcome community participation in a neighborhood advisory council.
- Our staff and members are regular customers in many nearby businesses.

13. What effect will the Clubhouse have on the property values in my neighborhood?

- Real estate records show an increase in the assessments of properties adjacent to the current Clubhouse building.
- We have budgeted up to two million dollars to spend on renovations to the building which will enhance the value of the proposed property.

14. What is the cost of the building and running the program and who pays for it?

Revised 2/19/02

- We have approximately \$180,000.00/year budgeted for rent with an additional \$18,000 budgeted for utilities.

- Program costs, including personnel, are approximately \$905,000/year.
- Revenue sources include fees (17%), money from the State (37%), money from the City (43%) and money from the Federal Government (3%).

15. *Where do the Clubhouse participants live?*

- Members of the Clubhouse live in different types of housing throughout the City. They may live independently, with family, in subsidized housing, or in supervised or supported housing situations that are run by the Community Services Board.
- Clubhouse members live throughout Alexandria in approximately the following distribution: Duke St area (22304) 28%; Old Town (22314) 22%; Arlandria (22305) 18%; Braddock Rd/Quaker Lane area (22302) 15%; Far west part of City (22312) 9%; Del Ray (22301) 4%; Seminary Rd. area (22311) 4%.
- At present only two drive their personal cars.

16. *Why are you considering 1400 Duke St. for the new Clubhouse site?*

- 1400 Duke St. is in a convenient location for the consumers that use our program. It is easily accessible to public transportation and has adequate on-site parking for the numbers of staff and consumers who would drive private vehicles. There will be adequate and appropriately configured space to meet program needs.
- A preliminary study indicates that the site can be made handicapped accessible.
- Our proposed use of the site is not significantly unlike its prior use as a vocational training program.

**Additional Information About the Clubhouse
and the Substance Abuse Day Treatment Programs
February 26, 2002**

In recent community meetings, the CSB has been posed the following written and oral questions, many of which were in follow-up to a previously disseminated series of questions and answers from the Board entitled "Information about the Patrick Street Clubhouse."

1. *How many of the 38 staff members will actively supervise the Clubhouse members?*

We anticipate that 14 staff members would be regularly working directly with day support consumers. With an expected average daily attendance of 85, this creates a staff to consumer ratio of approximately 1:6. The other staff in the building would have interaction, but not direct responsibility for consumers in day programs, and might spend considerable amounts of time out of the building, or involved in administrative work.

2. *The Information Paper says "we know of no dangerous behavior by our consumers" but that "approximately half of the consumers have had some involvement with the law." What basis did the CSB use to arrive at this conclusion? Did the CSB perform a search of police records using the names of Clubhouse consumers?*

While approximately half of the day support consumers have had some legal involvement (defined as arrests or convictions), the majority of these offenses occurred before the consumers were enrolled in the day support program.

Regarding the statement about dangerous behaviors, the Day Support staff used two methods to arrive at the conclusion that "we know of no dangerous behavior by our consumers that has involved neighbors or anyone in the vicinity of the Clubhouse." Staff members, who have been involved in the program for as long as 10 years, recall no such instances of dangerous behavior. Second, we have obtained police reports of incidents in the past two calendar years, which include no reports, or calls about, dangerous behaviors to others. There were some instances of police support being requested when an individual consumer was seen as a danger to him/herself.

In calendar year 2001, there were 11 calls from the Clubhouse to the Police. None was related to a crime on the premises. During this same period, there was one reported office theft. There were no reported requests for police action as a result of Clubhouse members' interactions with neighbors. In calendar year 2000 there was one call for service for assistance with a civil detention for a suicidal client and one call from a consumer claiming that he left his wallet at a local business.

Some of the consumers receiving services at the Substance Abuse Day Program have, by the nature of their disability, had some involvement with the criminal justice system.

1

Currently, there are 5 consumers (out of 19 total) involved with this program that attend the program as a condition of their probation.

The Community Services Board did not perform a search of police records using the names of Clubhouse consumers. However, whenever the Clubhouse and Substance Abuse Day Treatment programs are considering a potential new consumer, a thorough review of that consumer is conducted which includes a review of the individual's history and any involvement with the criminal justice system. The national sex offender registry (website) is reviewed on a regular basis to see if any of our consumers are listed. We have not had any consumer listed on this registry.

3. *The Information Paper says that the space needs are for approximately 10,000 square feet. What basis did the CSB use to arrive at this figure? Did the CSB use recognized planning factors and standards to arrive at this figure?*

The City's General Services Administration and consulting architects in consultation with Community Services Board program staff have applied industry standards to determine the amount of space necessary to operate the day support programs given the number of enrolled consumers, assigned staff, and type of program operations. The Architect's program is attached.

4. *The Information Paper indicates that the Clubhouse program has available approximately 4,000 square feet for current services to approximately 110 consumers. With 10,000 square feet at the 1400 Duke Street location, and 142 consumers, does the CSB contemplate an expansion of the current program? What objective population of consumers does the CSB anticipate to 1400 Duke St? What is the build-up rate? Will the 1400 Duke Street location serve consumers from communities outside Alexandria?*

The CSB is not contemplating expansion of its day support programs. The 142 consumers represent the total number of consumers enrolled in *both* the Clubhouse and SA Day Support programs, both of which are intended to operate out of the 1400 Duke St site. The CSB expects that an average of 85 of these enrolled 142 consumers will attend the program on a daily basis.

The Day support programs have served only City of Alexandria residents and we have no plans to open these services to individuals who are not Alexandria residents. However, because of requirements of a payor (Medicaid), the CSB does not restrict consumer choice of providers, and therefore may at some time serve consumers who are not residents of the City.

5. *Is this Clubhouse a "done deal?"*

Currently, the lease is being negotiated. Final approval is contingent on granting of a Special Use Permit by the City Council.

6. ***You claim that consumers are evaluated on an ongoing basis for safety and appropriateness for Clubhouse participation. How many Clubhouse consumers are in fact dismissed from the program?***

In calendar year 2001, seven consumers were terminated from the Clubhouse program because their non-compliance with treatment made them an unacceptable risk for continued program participation. Should a Clubhouse member pose an imminent risk of harm to him/herself or others, the staff would work collaboratively with the police to transport that individual to an inpatient facility or other highly supervised placement.

7. ***Is the community outreach for a "window dressing" to provide a facade of credibility for a political agenda?***

The CSB has located numerous programs in Alexandria communities. We understand that prospective neighbors have questions and concerns. By meeting with civic groups and offering open houses to respond to these issues, we hope to honestly represent our programs and plans as well as to demonstrate our sincere intention to be good neighbors. In the past, we have established neighborhood advisory committees to meet on an ongoing basis, after programs have been located in neighborhoods, and we would welcome the opportunity to do so if the Clubhouse relocates to 1400 Duke Street.

8. ***What extra measures are in place for the anticipated move to a residential locations? What about the security of the 18 year old female lifeguard whose safety must be assured by the Homeowners Association?***

Currently the Clubhouse at 115 N. Patrick St. is surrounded by a mix of business and residential properties. We have not had any significant security problems with neighbors. Every staff member who works at the Clubhouse is aware of and attentive to the safety and security of the Clubhouse and the community. We have established, cooperative relationships with the Alexandria Police Department and will continue to work with the police in any new location. In addition, as mentioned above, we look forward to participating in ongoing neighborhood meetings to address any concerns.

We anticipate that the Clubhouse would not present additional risks to the safety of the lifeguard that are not already addressed by existing security measures.

9. ***What is meant by "Duke Street Area" in the Information Paper addressing the geographic distribution of Clubhouse consumers?***

An analysis of the addresses of existing program participants found that 28% of the consumers reside in the 22304 zip code.

10. *What is the breakout of program revenue sources?*

Revenue sources are as follows: State 40%; fees 17%; City 43%.

11. *The Information Paper indicates that the cost of the program will be approximately \$2 million for renovations to the TESST facility plus \$198 thousand per year for rent and utilities, plus \$905 thousand program costs per year for 142 consumers. This amounts to approximately \$14,100 to "house" each consumer for non-recurring renovation cost and \$7,767 per consumer for annual Clubhouse membership. Is this a reasonable estimate compared with other similar programs? What is the "unit cost" per consumer in other metropolitan areas?*

The maximum estimate cost for renovation is \$2 million; however, we are hoping the final cost will be substantially less.

The annual (unit) cost per consumer for the Alexandria Community Services Board Clubhouse and Substance Abuse Services day programs is \$6373*. The unit cost for consumers in Fairfax is \$6553, and the unit cost for consumers in Arlington is \$5318. These figures come from the State MH/MR/SA Fiscal office. (Fairfax and Arlington figures are FY 2001 Actual costs, Alexandria is estimated cost for FY 2002).

*(In the above question, the \$905,000 cost for the program *includes* the \$198,000 costs for rent and utilities. It appears that the calculation on which the question is based mistakenly adds these two figures together.)

12. *What are the legal parameters for the Special Use Permit?*

Typically, Special Use Permits are approved with a one year review. If there are no substantial violations of the Permit or complaints from the community, the Special Use Permit is usually granted for continued use. If there are significant violations of the permit or substantial complaints from the community, the Special Use Permit is reviewed again in the following year. Even after the Special Use Permit is granted for continued use, there is the chance for continued review or even loss of the Permit should there be recurrent problems. These decisions are made by City Council.

13. *Please share the results of your parking study.*

The Parking Study Data is attached. The Office of Planning and Zoning has summarized the parking study with the following: "A parking study was performed at the existing Clubhouse location to calculate the number of parkers on site at any one time. When existing plus future users of the new location were considered, the study showed that at the peak use times, generally around the middle of the day, the highest number of parkers at the site was 26, fewer than the parking spaces that will be available at Roundhouse Square. For most times during the day, and for most days, there were significantly fewer

parkers than there will be parking spaces at the new site.” The City may sublet 2000 square feet of the building and 4 parking spaces have been set aside for this other tenant. The parking study takes into account staff who will be moved to the new location and the four Clubhouse vans used by the staff. The study concludes that there was only one hour where there would be fewer spaces than necessary which was a special event (assuming all staff and vans and co-tenants were present) to accommodate all parkers. At all other times, there is a surplus of four to twenty-two spaces.

14. Please share a copy of the letter of intent.

The letter of intent is attached.

15. The Information Paper indicates that the CSB has been looking for a new location since 1985. Why has the search taken such a long time? What other locations has the CSB considered? Please share the locations that the CSB has reviewed as well as the good points, bad points, and rationale for rejecting them.

The CSB has considered all sites brought to our attention that have been of the approximate required size. The qualities that we have been looking for include: appropriate size, access to public transportation, access to community amenities, proximity of the site to current consumers, and reasonable renovation costs. During the past Summer the CSB has informed the community (including all civic associations) via our newsletter and one informational letter of our intention to move from the Patrick Street site. The Newsletter (attached) makes a request for community members to help us identify appropriate sites. The following list identifies 25 sites that were considered and the reasons that they were not successful:

- 1002-1006 Queen St - building was sold before site analysis was completed
- Hennage Printing (500 Henry St) - City Administration did not support location
- Law School (Duke St.) - building was contracted for before site analysis was completed
- 735 N. St Asaph (McCain Headquarters) - owner unresponsive to several inquiries
- Prince and Alfred Streets- too expensive, not amenable to ADA renovations
- 815 Slater's Lane - too much space
- Mt. Vernon Avenue, Auto Place - inconsistent with development plans for the Avenue - City Administration did not support location
- 114 Church St. - historical cemetery site
- 814-816 N. St Asaph - owner would not consider agreement with the SUP contingency
- Duke St. (Old Alexandria Hospital) - prohibitive cost to make ADA accessible
- Land at Duke and Quaker - Traffic/access problems - City Administration did not support location
- 2762 Duke - too expensive, too much space, high renovation cost

- Monroe St building, next to Giant Food - problems with making the building handicapped accessible
- 415 N. Alfred St. - very expensive, and concerns about hazardous materials abatement
- N. Fayette/Wythe - prohibitively expensive for renovations
- 113-114 Patrick - prohibitively expensive for renovations
- Parking lot across the Street from 115 N. Patrick - too costly, loss of parking, vehicular access problems
- 907 W. Glebe Rd. (Old Dominion Electric) - extensive renovation needs
- 112 N. Washington St. (Lower level) - no parking, no natural light
- 6100 Lincolnia Rd. - office space shared with other users
- 108 S. Washington St. (2nd floor) - no parking
- 3000 Business Center Dr. (CSX land) - owner not interested in selling
- 1021 Prince St. - high price, another buyer had a contract

The following sites progressed to the stage of public hearings:

- Roth St - failure to reach agreement with owner regarding renovations and costs
- Montgomery St - Owner withdrew from negotiations following SUP Hearings

16. *Is the Clubhouse a budget priority with the City of Alexandria?*

In its 2001 Annual Report, the City notes that obtaining a new building by the CSB for Clubhouse is a goal for the coming year.

17. *It seems that a socially responsible and compassionate community like Alexandria may already have suitable venues for a Clubhouse to support the 142 consumers that the CSB envisions. Has the CSB considered using a facility like the Lee Center?*

The Lee Center is currently used for a variety of activities during the hours of operation of the Clubhouse. There are no other City owned buildings that could accommodate the needs of the Clubhouse.

18. *The location at 1400 Duke Street is prime commercial real estate. As developed property, it has the potential to add substantial tax revenues to the City of Alexandria. The economic viability of the area with continued new businesses, new hotels, and a new PTO suggests that the City could make better use of the 1400 Duke Street locations; one that creates revenue for the City rather than one that consumes revenue, like the Clubhouse. Has the CSB considered the impact of replacing potential revenue generating tax-paying businesses in the City with a tax base consumer like the Clubhouse, in a prime location? Has the CSB performed a cost-benefit analysis concerning the economic viability of the location?*

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It is true that if the Clubhouse moves to the 1400 Duke Street site, it will keep another potential business from occupying the building. Its move to any site would have the same impact. The owner of 1400 Duke Street will continue to pay real estate taxes. In the current City-owned Clubhouse building, there is no real-estate tax revenue generated.

19. *How many consumers in your day programs walk, take the bus, drive, or are dropped off?*

Of currently attending consumers in both the Clubhouse and Substance Abuse Day Support, 84% take the bus; 9% walk; 6% are dropped off; and 1% drive.

X

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Building Program Evaluation for the Patrick Street Clubhouse
 DMHM RSA
 Prepared by: Kuntz & Associates, Architects

BUILDING PROGRAM

Alexandria Department of Mental Health, Mental Retardation, & Substance Abuse Clubhouse
 22 January 2002

Food Service Unit

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Offices	Staff	2	1	128	128	modular office layout/shared
Offices	Consumer Workspace	6	1	150	150	1 staff plus five consumers at carrel workstations, modular office is ok
Dining Room	Consumer Dining	70	1	1050	1,050	
Kitchen	Food Prep.	12	1	450	450	
Café	Counter Dining	0	0	0	0	included in consumer dining
Subtotal Food Service Unit					1,778	

Membership Unit

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Offices	Staff	1	1	64	64	modular office/shared
Offices	Consumer Workspace	30/15	1	450	450	shared with CR workspace
Conference	Conference/Workroom	35	1	525	525	
Subtotal Membership Unit					1,039	

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Building Program Evaluation for the Patrick Street Clubhouse
 DMHM RSA
 Prepared by: Kuntz & Associates, Architects

Vocation Unit

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Offices	Staff	1	1	64	64	modular office/shared
Offices	Staff	1	1	100	100	regular office
Offices	Consumer Workspace	20/8	1	300	300	20 consumers with 8 at workstations and 12 at tables and chairs
Subtotal Vocational Unit					464	

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Community Relations Unit

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Offices	Staff	1	2	64	128	modular offices/shared
Offices	Consumer Workspace	30/15	1	450	450	20 consumers with 8 at workstations & 12 at tables & chairs-share w/ Memb.
Subtotal Community Relations Unit					578	

Building Program Evaluation for the Patrick Street Clubhouse
 DMHM RSA
 Prepared by: Kuntz & Associates, Architects

General Offices

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Office	Coordinator	1	1	192	192	regular office; conference for 4
Office	Psychiatrist	1	1	100	100	regular office
Office	Discharge Planner	1	1	100	100	regular office - shared
Offices	Case Manager	1	2	100	200	regular office
Office	Planner/Focus Coord.	2	1	144	144	regular office -shared
Office	Receptionist	1	1	64	64	modular office
Conference Room	Shared Conferences	30	1	450	450	
Conference Rooms	Interview Rooms	10	1	200	200	
Conference Rooms	Interview Rooms	5	1	100	100	
Storage	Records Room	0	1	80	80	
Storage	Coat Room	0	1	50	50	
Subtotal General Offices					1,680	

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Building Program Evaluation for the Patrick Street Clubhouse
 DMHM RSA
 Prepared by: Kuntz & Associates, Architects

Residential Program

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Office	Director	1	1	192	192	regular office, conference for 4
Office	Associate Director	1	1	100	100	regular office
Office	Residential Program Dir.	1	1	100	100	regular office
Offices	Residential Administrator	1	1	64	64	modular office/shared
Offices	Coordinators	1	4	64	256	modular office/shared
Office	Maintenance Staff	2	1	128	128	modular office/shared
Office	Secretary	1	1	64	64	modular office/shared
Office	Nurse	1	1	100	100	regular office
					1,004	
Subtotal Residential Program						

Community Support

Space Type	Use/Function	Number of Stations or Users	Number of Spaces	Area (SF) Required per Space	Total Net Area (SF)	Special Requirements/Remarks
Office	Coordinator	1	1	100	100	regular office/shared
Office	Coordinator	1	1	100	100	regular office/shared
Office	Staff	2	1	128	128	regular office/shared
Conference Room	Shared Conferences	15	2	300	600	
					928	
Subtotal Community Support						

Building Program Evaluation for the Patrick Street Clubhouse
DMHM RSA
Prepared by: Kuntz & Associates, Architects

Program Requirements

Food Service Unit	1,778
Membership Unit	1,039
Vocational Unit	464
Community Relations Unit	578
General Offices	1,680
Community Support	928
<u>Subtotal</u>	<u>6,467</u>
Residential Program	1,004
<u>Subtotal Program</u>	<u>7,471</u>
Assigned Tenant (Credit Union)	2,000
<u>Subtotal</u>	<u>9,471</u>
70% Efficiency Net/Gross	4,059
<u>Total Building Area</u>	<u>13,530</u>
Building Area Available	13,294

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February 22, 2002

Citizen
Street
Alexandria, VA 22314

Dear Citizen:

Attached, please find a copy of the Letter of Intent for a proposed commercial lease of property located at 1400 Duke Street. The Letter of Intent outlines basic terms that could be incorporated into a final lease. The basic terms outlined in the letter are not final and are subject to change throughout the lease negotiation process. A final lease document will be prepared for City Council review and approval on March 26, 2002.

If you have any questions or concerns regarding the subject letter, please feel free to call Edward Mandley, Director of General Services, at 703-838-4770.

Sincerely,

William Claiborn, Director
MHMRSA

Attachment



City of Alexandria, Virginia



Mr. Martin L. Adem, Landlord
C/o Mr. Thomas B. Boguess, Broker
Thomas B. Boguess, Realty

LETTER of INTENT
January 4, 2002

At the request of the Tenant, I have been authorized to offer the following non-binding proposal to lease space located at 1400 Duke Street, Alexandria, Virginia 22313.

LANDLORD: Alexandria Redevelopment Association (ARA) for the Account of Martin L. Adem (Marty's, Inc.).

TENANT Department of Mental Health, Mental Retardation and Substance Abuse with the City of Alexandria, Virginia.

DESCRIPTION OF PREMISES: There is 13,294 sq.ft. of conditioned, rentable space on the first & second floors ("as is"). Tenant shall have right of refusal for any additional rent space as it becomes available.

MANAGEMENT: Randal Hagner Management Corporation.

LEASE TERM: Fifteen (15) year term with two (5) year renewal options.

PURCHASE: Tenant shall have first right of refusal to purchase the entire building should the Owner decide to sell. The purchaser shall have the option to purchase the property at ninety seven (97%) of an (MAI) appraisal within three (3) months from the Owners offer to sell in the first seven and one-half years of the lease.

RENTAL RATES: The base rental rate is \$15.00 / psf., Industrial Gross.
In addition, the Industrial Gross pass-through of (\$1.75 / psf.) will include all base year real estate taxes, building insurance, management fees and common area maintenance.
Base year defined as FY / 2002'.

Tenant shall pay its pro-rata share of any increase in the base year taxes, building insurance, management fees and common area maintenance charges over and above the base year.

DEPOSIT:

None required.

ESCALATIONS:

Three (3%) percent annually after the first base year of the term of the Lease.

UTILITIES:

Tenant will be responsible for all utilities with full control 24 hrs. / 7 days a week, plus any janitorial service, trash removal including trash dumpster and any snow removal required.

LEASE EXECUTION:

"Lease Execution" shall be no later than three (3) business days after the authorization is issued by the Alexandria City Council.

OCCUPANCY:

At "Lease Execution" and as soon after the ("SUP") permit is approved by the City of Alexandria.

SPECIAL USE PERMIT:

Tenant agrees to make immediate application with the City of Alexandria for the appropriate Special Use Permit ("SUP") approval hearings to be held before the City Planning Commission on March 12, 2002 and the Alexandria City Council's second legislative session on March 26, 2002.

RENT COMMENCEMENT:

Rent commencement shall be April 1, 2002 or as soon after the ("SUP") is approved.

RENT ABATMENT:

The value of the first six (6) months of the base rent payments shall be abated and credited back to the Tenant in the form of reduced monthly rent over the first term of the Lease.

IMPROVEMENT CREDIT:

Tenant shall have an "Improvement Credit" allowance of \$300,000 provided by the Landlord in abated rent over the first term of the Lease in the form of reduced rent per month.

ASSIGNMENT & SUB-LETTING:

Tenant shall have the right to assign and/or sub-lease any or all rented space to any other party subject the Landlord's approval.

USE OF PREMISES:

Department of Mental Health, Mental Retardation and Substance Abuse.

SIGNAGE:

Tenant will provide own signage on the building and on the ground monument provided on Duke Street.

ZONING:

OCM / 50

APPROVAL:

Subject to Landlord's (Lender Approval) and the City Council of the City of Alexandria.

PARKING:

Thirty Two (32) assigned spaces with the lease at a charge of \$37.50 per space, per month added to the monthly base rent.

LANDLORD IMPROVEMENTS:

No work will be done by the Landlord. The Landlord shall provide an "Improvement Credit" allowance as stated above.

TENANT IMPROVEMENTS:

All Tenant Improvement (TI) Dollars including any (ADA) Improvement Dollars will be funded directly by the Tenant.

All permitting and approval process will be at the sole cost, expense and responsibility of the Tenant including obtaining a "Certificate of Occupancy" permit.

ENVIRONMENTAL:

Landlord shall represent in the lease that there are no hazardous materials in the building.

RENTAL OPTIONS:

Tenant shall have the option to renew the lease at the termination of the first term. When the renewal option is exercised, the increase shall be three (3.0 %) percent.

MAINTENANCE AND REPAIRS:

Landlord will be responsible for the structure, roof, slab, exterior walls, existing plumbing and existing HV/AC mechanical systems and these systems shall be in working order at time of occupancy.

Tenant shall be responsible for all other day to day maintenance and general repair including any maintenance contracts.

Tenant shall be solely responsible for any new systems installed for Tenant use.

TERMINATION:

Assuming that the City approves the "annual budget" in advance to include the Department of Mental Health, the Tenant shall have a right to terminate the lease provided that such right is limited solely to the future of the City Council of the City of Alexandria to approve and appropriate sufficient funds for the obligations under the lease for Department of Mental Health.

Tenant shall give written notice of its intention to terminate the Lease not less than forty-five (45) days prior to the beginning of the fiscal year involved.

LIQUIDATED DAMAGES:

In the event that the Tenant shall give the Landlord such notice of the failure by the City of Alexandria to appropriate funds for the leasing of the Premises, and intention to Terminate the Lease, then, on or before the effective date of such termination, the Tenant shall pay to the Landlord, as liquidated damages and not as a penalty (the "Liquidated Damages") an amount equal to the sum of any commissions paid by Landlord in connection with the Lease amortized over the Lease Term, plus Rent for three (3) months following the effective date of such termination, the abated Rent during the construction period and any improvement credit allowance.

AGENCY:

Thomas B. Bogness, Realty will be paid a real estate commission under a separate agreement by the Landlord.

NOTICE:

With the signing of this Letter of Intent by both parties, the Tenant agrees to immediately apply for and file an application for the Special Use Permit (SUP) required and a construction / and building renovation permit.

Landlord agrees to prepare a Lease Agreement for Tenant approval.


TIME IS OF THE ESSENCE:

This offer by the Tenant is valid only until 5:00 P.M., Friday, January 4, 2002.

This proposal, when signed by both parties represents a Letter of Intent to enter into a mutually agreeable Lease Agreement. While it is non-binding, both parties enter into this agreement in good faith.

Signed By:

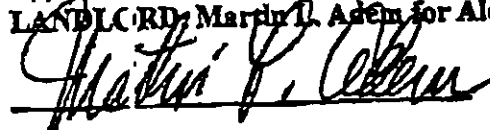
TENANT: Director, General Services for the City of Alexandria on behalf of the Department of Mental Health, Mental Retardation and Substance Abuse.



Date 1/4/02

Approved and Accepted by:

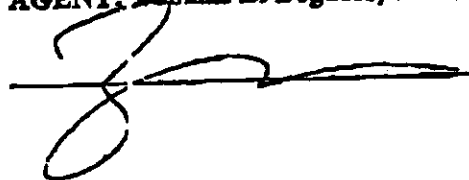
LANDLORD: Martin L. Adem for Alexandria Redevelopment Association



Date 1/4/02

Acknowledged By:

AGENT: Thomas B. Bogness, Broker



Date 1-4-02

Clubhouse Parking Survey

Totals

Attachment

Staff	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
DAY											
Monday 1/7/02	1	8	12	13	13	12	14	14	15	14	10
Tuesday 1/8/02	2	8	11	12	14	13	14	13	12	10	7
Wednesday 1/9/02	2	8	13	13	14	12	15	16	15	11	7
Thursday 1/10/02	1	8	9	11	9	11	12	13	13	11	9
Friday 1/11/02	2	6	10	11	10	11	12	12	12	10	5
Monday 1/14/02	4	11	11	13	12	8	11	11	12	9	2
Tuesday 1/15/02	2	10	12	13	16	11	16	15	14	11	5
Wednesday 1/16/02	2	8	16	16	18	14	16	16	14	12	8
Thursday 1/17/02	1	7	11	11	14	14	17	16	14	13	9
Friday 1/18/02	2	8	10	12	13	10	11	11	11	7	3

Consumers

ES

Consumers	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
DAY											
Monday 1/7/02	0	0	0	0	0	0	0	0	0	0	0
Tuesday 1/8/02	0	0	0	0	0	0	0	0	0	0	0
Wednesday 1/9/02	0	0	0	1	1	1	1	1	2	0	0
Thursday 1/10/02	0	0	0	0	0	0	0	1	1	0	0
Friday 1/11/02	0	0	0	0	0	0	0	0	0	0	0
Monday 1/14/02	0	0	0	0	0	0	0	0	0	0	0
Tuesday 1/15/02	0	0	0	0	0	0	0	0	0	0	0
Wednesday 1/16/02	0	0	0	0	0	0	0	0	0	0	0
Thursday 1/17/02	0	0	0	0	0	0	0	0	0	0	0
Friday 1/18/02	0	0	0	1	1	0	0	0	0	0	0

Visitors

Visitors	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
DAY											
Monday 1/7/02	0	0	1	2	0	0	0	0	0	0	0
Tuesday 1/8/02	0	0	0	0	0	2	2	2	0	0	0
Wednesday 1/9/02	0	0	0	2	2	2	1	1	1	1	1
Thursday 1/10/02	0	0	0	0	0	0	0	0	0	0	0
Friday 1/11/02	0	0	0	0	0	0	0	0	0	0	0
Monday 1/14/02	0	0	0	0	0	0	1	2	0	0	0
Tuesday 1/15/02	0	0	0	0	0	1	1	0	0	0	0
Wednesday 1/16/02	0	0	0	0	0	0	0	4	4	1	1
Thursday 1/17/02	0	0	0	0	0	0	0	4	4	0	0
Friday 1/18/02	0	0	0	0	0	0	1	0	0	0	0

Total	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Monday 1/7/02	1	8	13	15	13	12	14	14	15	14	10
Tuesday 1/8/02	2	8	11	12	14	15	18	15	12	10	7
Wednesday 1/9/02	2	8	13	16	17	15	17	18	18	12	8
Thursday 1/10/02	1	8	9	11	9	11	12	14	14	12	8
Friday 1/11/02	2	6	10	11	10	11	12	12	12	10	5
Monday 1/14/02	4	11	11	13	12	8	11	11	12	9	2
Tuesday 1/15/02	2	10	12	13	16	12	17	17	14	11	5
Wednesday 1/16/02	2	8	16	16	18	14	16	14	14	12	6
Thursday 1/17/02	1	7	11	11	14	14	17	20	18	14	10
Friday 1/18/02	2	8	10	13	14	10	12	11	11	7	3
Total	19	82	116	131	135	122	144	146	140	111	65
# days	10	10	10	10	10	10	10	10	10	10	10
Average	2	8	12	13	14	12	14	15	14	11	7
Other Staff	0	0	6	6	6	6	6	6	6	6	6
Estimated Average	2	8	18	19	20	18	20	21	20	17	13
Peak	4	11	16	16	17	15	17	20	18	14	10
Other staff	6	6	6	6	6	6	6	6	6	6	6
Estimated Peak	10	17	22	22	23	21	23	26	24	20	16

Other staff =
 Extended Care Dir.
 Dir. Residential Svcs.
 Dir. Residential Svcs.
 1 support staff
 2 Ass't Coordinators

Note: 1 support staff
 currently at 720 carpools
 thus not included

84



NEWS FROM THE

alexandria community services board

SUMMER 2001

Volume 4, Issue 2

Looking for a Place to Belong: CSB Seeks New Site for the Patrick Street Clubhouse

The Patrick Street Clubhouse is a psychosocial treatment program for persons with psychiatric disabilities. Psychosocial rehabilitation moves away from the focus on a person's symptomatology to looking at one's level of social functioning. Just as the wheelchair-bound person needs ramps to enter a building, so too do persons with psychiatric disabilities need modifications in their environment to encourage independent functioning and involvement in community life.

Clubhouse participants are referred to as *members*, not clients or patients, thereby emphasizing their active participation in running the Clubhouse. Programs are member-driven. All activities are planned, organized and executed by members. In essence, the Clubhouse program is *the treatment*. Participation is on an informal, drop-in basis allowing for non-coercive, flexible attendance without formal commitment. Gradually, participants may choose to move on to more structured, goal-oriented activities. The Clubhouse operates Monday through Friday from 8:30 to 5:00 and offers recreational activities and outings some evenings and weekends.

There are a variety of activities at the Clubhouse that provide valuable social and vocational skills. One of the units that the members coordinate is the *Food Service Unit*, which prepares lunch daily for members at a charge of 75¢. Participating in this unit involves meal planning, shopping, budgeting, cooking, running the cash register and cleaning up. The *Membership Unit* orients new members, gives

tours to visitors and provides outreach to members who have not come for a while. The *Community Relations Unit* answers the telephone, makes photocopies and produces the Clubhouse member newsletter. Members also take field trips, care for the yard and provide light vehicle and building maintenance. Structured activities include the Vocational Program which supports members who are seeking employment. There are also educational presentations and groups created in response to member interest including stress management, computer training, current events and housing support groups.

The current Clubhouse facility is 4,000 square feet. With 25 staff and 115 members (an average of 40 there at a time), the space has become cramped. CSB is searching for a new site with 10,000 square feet of usable space. If you know of a possible location in the City of Alexandria accessible to public transportation, please call Carol Layer at (703) 838-4706.



The Clubhouse at the present Patrick Street location. CSB is seeking a new, larger site.



ALEXANDRIA COMMUNITY SERVICES BOARD

Phillip Bradbury
Chair

720 North Saint Asaph Street
Alexandria, Virginia 22314-1941

Phone: (703) 838-4455

TDD: (703) 838-5054

Fax: (703) 838-5070

ci.alexandria.va.us

E-mail: acsb@ci.alexandria.va.us

William L. Claiborn, Ph.D.
Executive Director

MEMORANDUM

Date: February 22, 2002

To: Barbara Ross, Deputy Director
Planning & Zoning

From: William L. Claiborn, Ph.D., Director, MH/MR/SA

Subject: Alexandria Community Services Board outreach efforts

The following categories of contacts (letters, meetings, telephone/facsimile) represent the Alexandria Community Services Board outreach effort related to the relocation of the Clubhouse.

Letters:

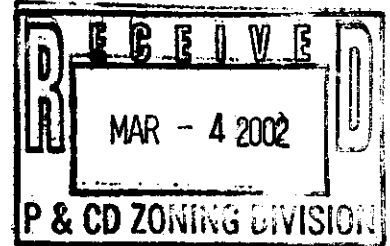
- January 4, 2002 - Letters were sent to citizens regarding the proposed Clubhouse move. These letters invited citizens to attend an open house meeting at the Clubhouse on January 17, 2002 and an open meeting on January 30, 2002.
- January 24, 2002 - Letters, with responses to questions were mailed to two citizens who attended the Upper King Street Association informational meeting regarding the clubhouse.
- February 14, 2002 - Letters, providing the required legal notification, were mailed to the adjoining neighbors of the proposed Duke St. site.

- February 14, 2002 - approximately 120 letters were mailed to other neighbors near the proposed Duke St. site notifying citizens of the City Planning Commission meeting and the City Council Hearing about the SUP.
- February 20, 2002 - hand delivered letter to SW Quadrant Assn. by CSB staff C. Layer

Meetings:

- January 14, 2002 - Upper King Street Civic Assoc.
- January 17, 2002 - Open House at Clubhouse
- January 30, 2002 - Public Meeting at the Clubhouse
- February 1, 2002 - Executive Committee Meeting of Old Town Civic Association
- February 4, 2002 - Old Town South Civic Association Meeting
- February 13, 2002 - Old Town Alex. Civic Association Meeting
- February 19, 2002 - Friends of the Mental Health Center Meeting
- February 20, 2002 - Roundhouse Meeting with Old Town Village Association
- February 20, 2002 - Outreach visit by CSB staff C. Layer to 2 SW Quadrant residents
- February 21, 2002 - Community Meeting at Patrick Street requested by Peter Spencer

In addition to the community meetings staff have responded to 6 phone calls from citizens with questions about the Clubhouse and the Board's proposal.



Misha Anthony
Misha's Coffee Roaster and Coffeehouse
102 S. Patrick St.
Alexandria, VA 22314

Ms. Barbara Ross
Planning and Zoning Commission
City of Alexandria
301 King Street
Room 2100
Alexandria, VA 22314

February 21, 2002

Dear Ms. Ross:

I am aware that the Patrick Street Clubhouse has requested a Special Use Permit to relocate its operations to 1400 Duke St.

Misha's Coffeehouse has been a neighbor to the Clubhouse since 1991. We are located one block away from the Clubhouse, so members and staff are frequent customers during weekdays. Members often come to Misha's during breaks in their program day and sit in the Coffeehouse socializing with other customers or reading the paper.

We have found the Clubhouse staff to be interested in and responsive to any questions or observations we have about Clubhouse members. Moreover, from time to time we have had concerns about behaviors of some citizens who *were not* Clubhouse members, and we found the Clubhouse staff to be a useful resource in suggesting ideas about how to handle these situations.

In addition to running the business, I live in Alexandria and frequently walk by the Clubhouse and pass members on the street. I have never been bothered by any of the members' behaviors in the community, nor have I seen any objectionable conditions at the Clubhouse. I consider the Clubhouse and its members to be simply a part of our community.

I hope you will take into consideration the feedback from a current Clubhouse neighbor in your determination about issuing the program a Special Use Permit.

Thank you.

Sincerely,

A large, bold, black handwritten signature that appears to read "Misha Anthony".

Misha Anthony

Received: 03/04/02 2:27PM;
03/04/2002 14:58 7035488784

7035488784 -> OSTP; Page 1
216 B&B

#9. SUP 2001-0138 PAGE 01

216 South Fayette Street
Alexandria, Virginia 22314

4 March, 2002

Office of Planning and Zoning
City Hall, King Street
Alexandria, Virginia 2214

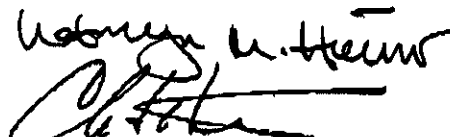
Dear Director Fogarty and Members of the Board,

I am writing to ask you to deny application for a special use permit #2001-0138 based upon inadequacy of parking at the site. The applicant "Alexandria Community Services Board- "The Clubhouse", has failed to file an independent and professional parking survey justifying a reduction in parking and is seeking to use the property for other than the warehouse/office use for which it was first approved.

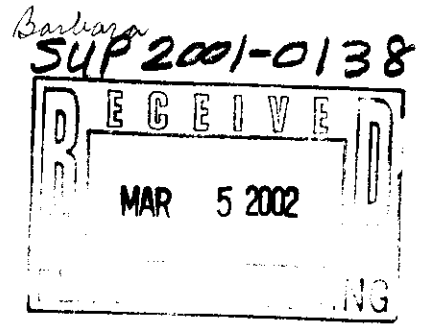
My husband and I have lived in our home for 25 years and have watched the parking situation worsen with greater and greater rapidity as the Duke street corridor changes and as changes occur on residential streets as well. What was formerly a one family home across the street from ours is now a legal office: the residential owners petitioned the city for a commercial zoning, received it, and now rather than 2 cars we have 5 attorneys and staff all with their own automobiles plus the clients who come and go throughout the day. This is not an isolated example. Many of the homes on Duke Street have been converted to multi-family dwellings and offices burdening the residential streets with cars that are moved about during the day like so many chessmen. Despite paying for a parking permit, we are often unable to park on our own or neighboring streets and now (at the cost of \$55.00 a month) rent a parking space in the parking lot behind our home. We own 1 car.

Each and every SUP and variance that is granted compounds the parking problem for residents and for the businesses themselves. Please deny this application.

Thank you,



Charles H. Huettner
Kathryn M. Huettner



H. ALAN YOUNG
1301 DUKE STREET
ALEXANDRIA, VIRGINIA, 22314
(703) 549-2333

March 1, 2002

HAND DELIVERED

Alexandria Planning & Zoning Commission:
Eric R. Wagner, Chair
City Hall
301 King Street
Alexandria, VA 22314

Re: SUP Application #2001-0138

Dear Mr. Chairman and Members of the Commission:

I have resided at 1301 Duke Street since 1978 and intend to appear before your commission to urge this Commission to reject the referenced SUP application #2001-0138.

Although there will be many concerns aired at the hearing, I intend to concentrate on the inadequacy of parking which alone should be enough to deny the SUP. To assist you in your determination, I have enclosed the original 1978 site plan (78-005) of which this intended use is a part of the overall complex commonly known as Round House Square. In its STAFF RECOMMENDATION, the City simply made a copy of a portion of that site plan which includes only the location of the planned leased area, and eliminates the legend regarding parking requirements. You will see in the enclosed site plan that the entire complex, with the exception of the twelve office/townhouses facing Duke Street, was designed primarily for warehouse use. The significance of this to the Commission and those residing in the neighborhood, of course, is that the parking requirements for the intended use is three (3) times greater than the use for which this project was originally designed.

At the meeting, I intend to demonstrate that the City, with its inherent conflict of interest, has an established agenda to find a location for this agency and is willing to overlook the parking ramifications. This assumption is based on the fact that the City's agenda included in its 2001 Annual Report as asserted in the applicant's Additional Facts of February 26, 2002 (Item 16) (a copy of which is attached) "...that obtaining a new building for the CSB for the Clubhouse is a goal for the coming year." Clearly, the staff only paid lip service to the initial concern regarding the adverse impact on the neighborhood. It is obvious that the City is determined to satisfy its objective of relocation no matter what the impact will be on the surrounding neighborhood if the SUP is approved.

By enclosing these documents, the Commission will have all the pertinent information to review before deciding on this critical issue which, if approved, would have a lasting adverse impact on the quality of life in the neighborhood.

I look forward to appearing before this Commission to expand upon my concerns and answer any questions the Commission may have.

Respectfully yours,



H. Alan Young

HAY:skr

Enclosures

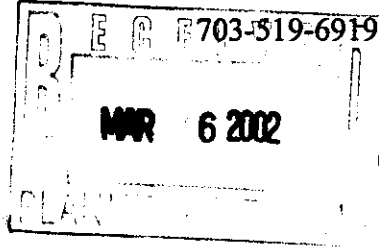
cc: H. Stuart Dunn, Jr., Esq.
Donna Fossum
Ludwig Gaines, Esq.
John Komoroske
Richard Leibach
J. Lawrence Robinson
Barbara Ross *without encl*
William Claiborn, Ph.D. *without encl.*

SUP 2001-0138
Received by CC, Sent to [unclear] #8
MRS SA

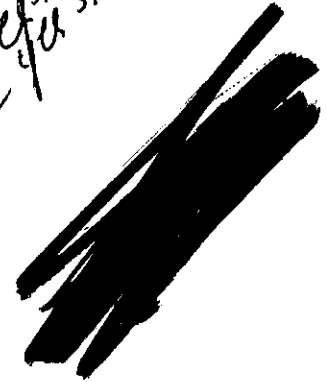
ANTOINETTE FLEMING

1320 Roundhouse Lane
Alexandria, VA 22314

future
CITY MANAGER'S OFFICE
ALEXANDRIA, VA
2002 MAR - 1 P 3:06



BC - [unclear] S/C S/P



February 27, 2002

Mayor Kerry Donley
City Council
Office of City Manager
Alexandria City Hall
P.O.Box 178
Alexandria, VA 22313

Dear Mayor Donley:

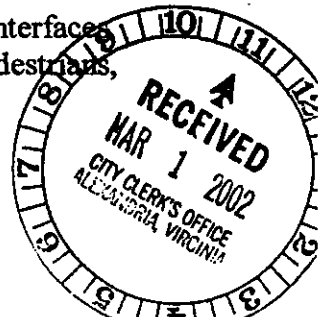
I am writing to ask for your help in a very serious matter. It is my understanding that the Alexandria Community Services Board is seeking an SUP from the City Council in order to consolidate the current Clubhouse Programs serving Alexandria residents with serious mental illnesses and/or substance dependencies at a new location at South West and Duke Streets. I live in Old Town Village (OTV), right across from the proposed site.

A letter was written to some residents in Old Town Village (OTV) giving background information on the Clubhouse. The information provided was meant to assure OTV residents that living right on top of the proposed site would have minimal, if any, effects on our personal safety and security of property. This assurance was made with the argument that the current Clubhouse site at 115 N. Patrick Street has not had a major effect on either.

I would like to point out two important items that seem contradictory to these assurances:

- The significant fact that 50% of Clubhouse participants have had some prior involvement with the law.
- The locations are completely different. South West Street and the OTV grounds are quiet and isolated, both day and night, with few pedestrians and no businesses. The OTV community has a majority population of single, working women, couples with very young children, and retirees—all of whom will have to traverse by the Clubhouse on route to and from the King Street Metro Station. People have always felt uneasy about walking this stretch, particularly after dark.

The OTV location is in direct contrast to the current Clubhouse site, which interfaces continually with Route 1 traffic, nearby King Street businesses and many pedestrians, both day and night.



While I understand that the Clubhouse would like to expand and upgrade their facility, it seems that the people they are helping will continue to receive services. It would seem that the Clubhouse has been looking for a new site for quite sometime—and I can understand their frustration and need for quick action.

Quite frankly, however, I will feel unsafe with the Clubhouse literally at my front door. I would ask that you not grant the Community Services Board's request for an SUP for the Clubhouse Program until further exploration can be made on either upgrading their current site, or finding an alternative site which does not house as many vulnerable people in an isolated neighborhood.

Thank you for considering this request. Please do not hesitate to call me if I can provide any additional information.

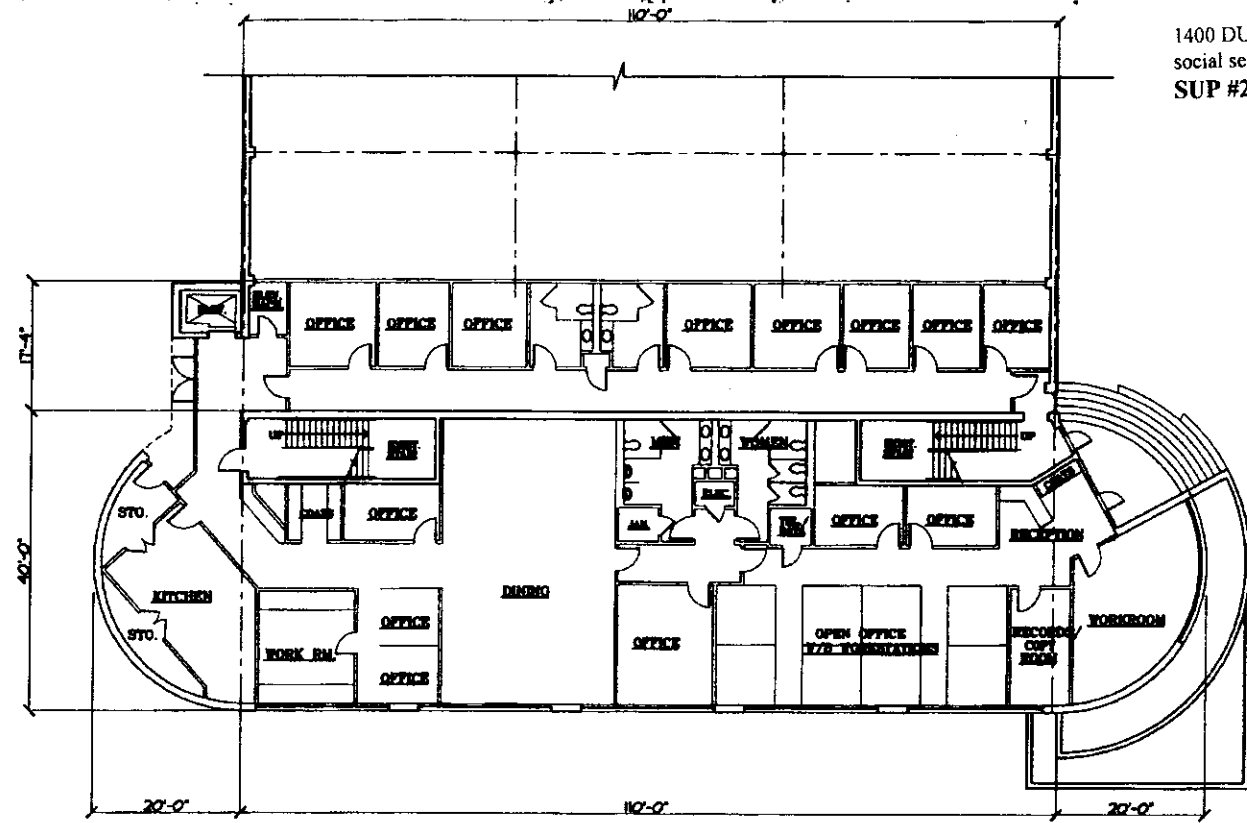
Sincerely,

A handwritten signature in cursive script that reads "Antoinette Fleming".

Antoinette Fleming

1400 DUKE ST
social service & office use
SUP #2001-0138

mh



SCHEME B
FIRST FLOOR PLAN
SCALE: 1/16"=1'-0"

16

3-26-02

~~13~~
~~3-16-02~~

KUNTZ & ASSOCIATES
ARCHITECTS
7800 Arden Road, Suite 210, Alexandria, VA 22304 (703)919-4700

K&A No. 210703

Date: 01-22-02

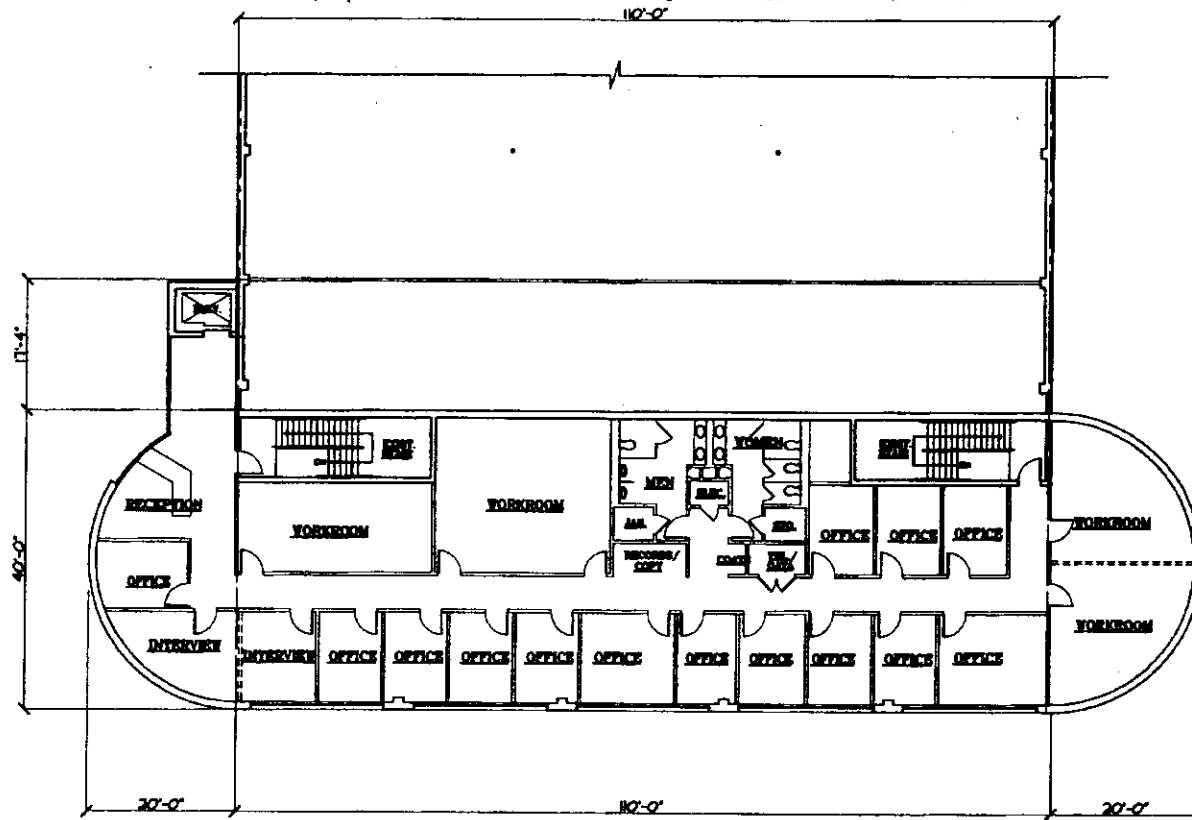
DEPARTMENT of MENTAL HEALTH,
MENTAL RETARDATION, & SUBSTANCE ABUSE
CLUBHOUSE

1400 DUKE STREET, ALEXANDRIA, VA

CITY OF ALEXANDRIA



Contract No. 01-01276



SCHEME B
SECOND FLOOR PLAN
 SCALE: 1/16"=1'-0"

16
 3-26-02

~~10~~
~~3-16-02~~

KUNTZ & ASSOCIATES
 ARCHITECTS
7000 ARDEN ROAD, SUITE 216, ALEXANDRIA, VA 22304 (703) 971-1700


K&A No. 210703

Date: 01-22-02

**DEPARTMENT of MENTAL HEALTH,
 MENTAL RETARDATION, & SUBSTANCE ABUSE
 CLUBHOUSE**

1400 DUKE STREET, ALEXANDRIA, VA

CITY OF ALEXANDRIA



Contract No. 01-01276