

EXHIBIT NO. 1

 7
6-16-07

Docket Item #12
SPECIAL USE PERMIT #2007-0032

Planning Commission Meeting
June 5, 2007

ISSUE: Consideration of a request to use the subject property as a temporary parking lot.

APPLICANT: City of Alexandria Department of General Services
by Jeremy McPike

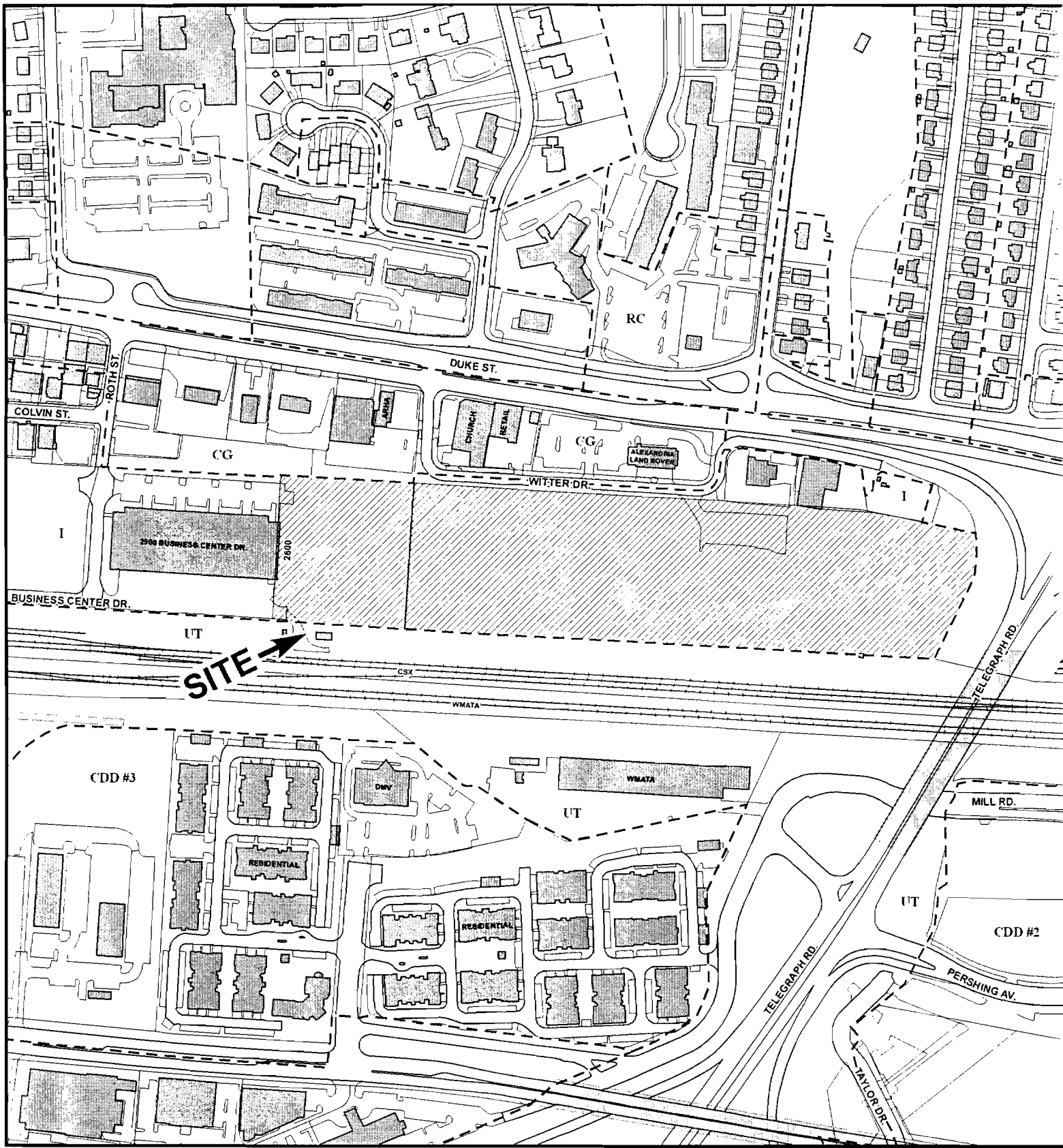
STAFF: James Hunt
james.hunt@alexandriava.gov

LOCATION: 2600 Business Center Drive

ZONE: I/Industrial

PLANNING COMMISSION ACTION, JUNE 5, 2007: On a motion by Mr. Jennings, seconded by Ms. Lyman, the Planning Commission voted to recommend approval subject to compliance with all applicable codes, ordinances, and staff recommendations. The motion carried on a vote of 5 to 0. Mr. Dunn and Mr. Komoroske were absent.

STAFF RECOMMENDATION: Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the recommended permit conditions found in Section III of this report.



SUP #2007-0032

06/05/07

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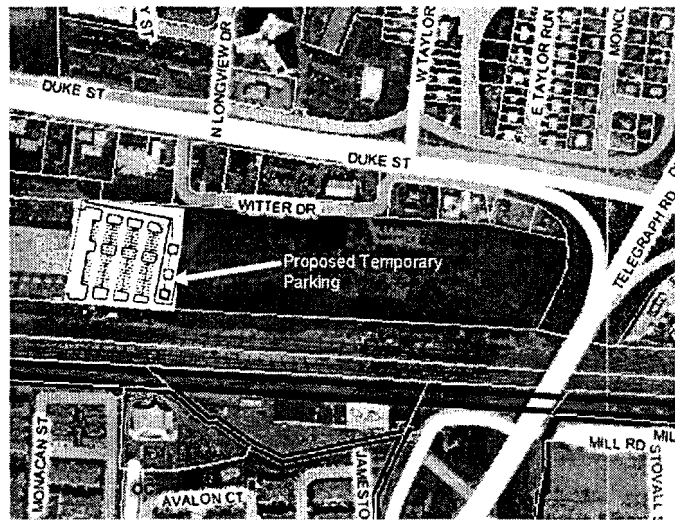
I. DISCUSSION

REQUEST

The applicant requests special use permit approval for a temporary parking lot located at 2600 Business Center Drive.

SITE DESCRIPTION

The subject property is a portion of one lot of record with access to Business Center Drive and with frontage along Witter Drive. The proposed site is undeveloped.



The surrounding area is occupied by a mix of transportation, city government offices, restaurant, and retail uses consisting of Victory Temple Church, Alexandria Redevelopment and Housing Authority Offices, the Alexandria Land Rover car dealership, WMATA (Metro) and CSX railroad tracks, and various small industrial and retail businesses.

PROPOSAL

The applicant requests approval of a temporary parking lot for 160 vehicles located on the western end of Witter Field, located at 2600 Business Center Drive. The temporary parking lot will be utilized to park both staff and City vehicles associated with the offices located at 2900 Business Center Drive. In addition, the parking lot will be utilized for staged parking of construction vehicles during the construction of a parking deck to be located at the current DASH Transit facility. People utilizing the temporary parking will access the property from the parking lot of 2900 Business Center Drive.

The proposed temporary parking is located on the proposed permanent parking site for the Witter Field Sports Complex. To coordinate the efforts of both projects, the temporary parking will be in place for 18 months, beginning in late summer 2007.

ACCESS

Access to the proposed temporary parking lot will be from Business Center Drive. The users of the parking lot will enter from both the northern and southern entrances to 2900 Business Center Drive.

ZONING/MASTER PLAN DESIGNATION

The subject property is located in the I/Industrial zone. Section 4-1203 (O) of the Zoning Ordinance allows motor vehicle storage for more than 20 vehicles in the I/Industrial zone only with a special use permit.

The proposed use is consistent with the Taylor Run Small Area Plan chapter of the Master Plan which designates the property for Industrial use.

II. STAFF ANALYSIS

Staff does not object to the proposed temporary parking lot. The use is appropriate for the location and will also be the permanent parking site for the proposed Witter Field Sports Complex. In addition, the proposed 160 parking spaces will adequately accommodate staff and city vehicles that are proposed to utilize the temporary parking.

Although the applicant is proposing to use the temporary parking for 18 months, staff is recommending 24 months to accommodate the potential for any unexpected delays. Staff has also included a condition requiring a landscaping plan for the proposed temporary parking lot. With the following conditions, staff recommends approval of the special use permit.

III. RECOMMENDED CONDITIONS

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

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. The temporary parking shall be permitted for 24 months from the date of approval of this special use permit. (P&Z)
3. The applicant shall submit a landscaping plan prior to the utilization of the temporary parking. (P&Z)
4. A PLOT PLAN showing all improvements and alterations to the site must be approved by T&ES prior to issuance of a building permit. (T&ES)
5. An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2500 square feet. (T&ES)
6. Back-up aisles for the vehicular parking shall meet the design requirements of the Zoning Ordinance Sec. 8-200. (T&ES)

7. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703 838-4520 regarding a security survey for the parking lot. (Police)
8. It is recommended that the applicant meet the lighting standard set by T&ES. The Alexandria Lighting Standard set by T&ES for “office” parking areas is 1.0 foot candle minimum maintained. The lighting should be consistently uniformed throughout the parking lot and on the periphery. (Police)
9. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

STAFF:

Faroll Hamer, Director, Department of Planning and Zoning
Richard Josephson, Deputy Director, Department of Planning and Zoning;
James Hunt, Urban Planner.

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

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 A PLOT PLAN showing all improvements and alterations to the site must be approved by T&ES prior to issuance of a building permit.
- R-2 An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2500 square feet.
- R-3 Back-up aisles for the vehicular parking shall meet the design requirements of the zoning ordinance Sec. 8-200.
- C-1 All utilities serving this site shall be placed underground. (Sec. 5-3-3)
- C-2 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-3-61)
- C-3 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.

Code Enforcement:

- F-1 Parking shall not obstruct Fire Department access to Witter Field during it's construction.
- F-2 Applicant shall describe provisions for accessible parking for persons with disabilities.

Health Department:

- F-1 No comment.

Police Department:

- R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703 838-4520 regarding a security survey for the parking lot.

- R-2 It is recommended that the applicant meet the lighting standard set by T&ES. The Alexandria Lighting Standard set by T&ES for “office” parking areas is 1.0 foot candle minimum maintained. The lighting should be consistently uniformed throughout the parking lot and on the periphery.

Parks & Recreation:

- F-1 The proposed use, subject to construction and schedules are consistent with current concept design for the Witter property.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # 2007-0032

PROPERTY LOCATION: 2600 ~~2700~~ Business Center Drive

TAX MAP REFERENCE: 072.01 - 07 - 01 ZONE: T

APPLICANT

Name: City of Alexandria - Department of General Services

Address: 110 North Royal St., #300

PROPERTY OWNER

Name: City of Alexandria

Address: 301 King Street

PROPOSED USE: Temporary Parking

THE UNDERSIGNED hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 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 IV, Section 4-1404(D)(7) 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 Director of Planning and Zoning 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.

General Services
Print Name of Applicant or Agent

110 North Royal St., #300
Mailing/Street Address

Alexandria, VA 22314
City and State Zip Code

[Signature] Division Chief
Signature

(703) 838-4770 (703) 519-3332
Telephone # Fax #

Email address

March 26, 2007
Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: 3/27/07 Date & Fee Paid: \$ (1) waived

ACTION - PLANNING COMMISSION: Recommended Approval 5-0 June 5, 2007

ACTION - CITY COUNCIL: _____

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APPLICATION

SPECIAL USE PERMIT

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

- 1. The applicant is the *(check one)*:
 - Owner
 - Contract Purchaser
 - Lessee 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.

City of Alexandria, 301 King St., 100 % ownership

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 11" x 17" or smaller. Twenty-four copies are required for plans larger than 11" x 17" if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request **in detail** so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should include such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary.)

General Services is requesting a temporary parking lot for 160 vehicles located on the west end of Witter Field. The temporary parking lot will be utilized to park personal and City vehicles for 2900 Business Center Drive and to stage construction vehicles during the construction of City facilities. The temporary parking lot will be used for staff parking of 2900 Business Center Drive until the new Dash parking garage facility has been completed. The proposed temporary parking is located on the proposed permanent parking site for the Witter Field Sports Complex. To coordinate the efforts of both projects the temporary parking will be in place for 18 months, beginning late summer, 2007.

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).

NONE - used for staff & construction vehicles

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

98 staff personnel for T&ES and RPCA - 6:00 a.m. - 6:00 p.m.

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

Day:	Hours:
<u>Monday thru Friday</u>	<u>6:00 a.m. - 6:00 p.m.</u>
<u>Monday thru Sunday</u>	<u>emergency operations hours</u>
_____	_____
_____	_____

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

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

Normal traffic noise for parking lots

B. How will the noise from patrons be controlled?

Per City noise ordinance

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

Normal traffic odors - no harmful odors

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?

Trash will be minimal - as personnel vehicle trash

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

Vehicle owners are responsible for their own trash

C. How often will trash be collected?

T&ES has agreed to collection; any accumulation of trash

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

RPCA has agreed to police property and surrounding areas

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

[] Yes. No.

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

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

[] Yes. [X] 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?

The proposed lot will have limited access controlled by the City

ALCOHOL SALES

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

[] Yes. [X] 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?

160 parking spaces

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

- 160 Standard spaces
- 0 Compact spaces
- 4 Handicapped accessible spaces.
- 0 Other.

C. Where is required parking located? (check one)

- on-site
- off-site

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

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

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

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? NONE

C. Where are off-street loading facilities located? 2900 Business Center Drive

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

NONE

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

NONE

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?

As proposed for the Witter Field Sports Complex

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? n/a square feet.

18. What will the total area occupied by the proposed use be?

60,000 sq. ft. (existing) + 0 sq. ft. (addition if any) = 60,000 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

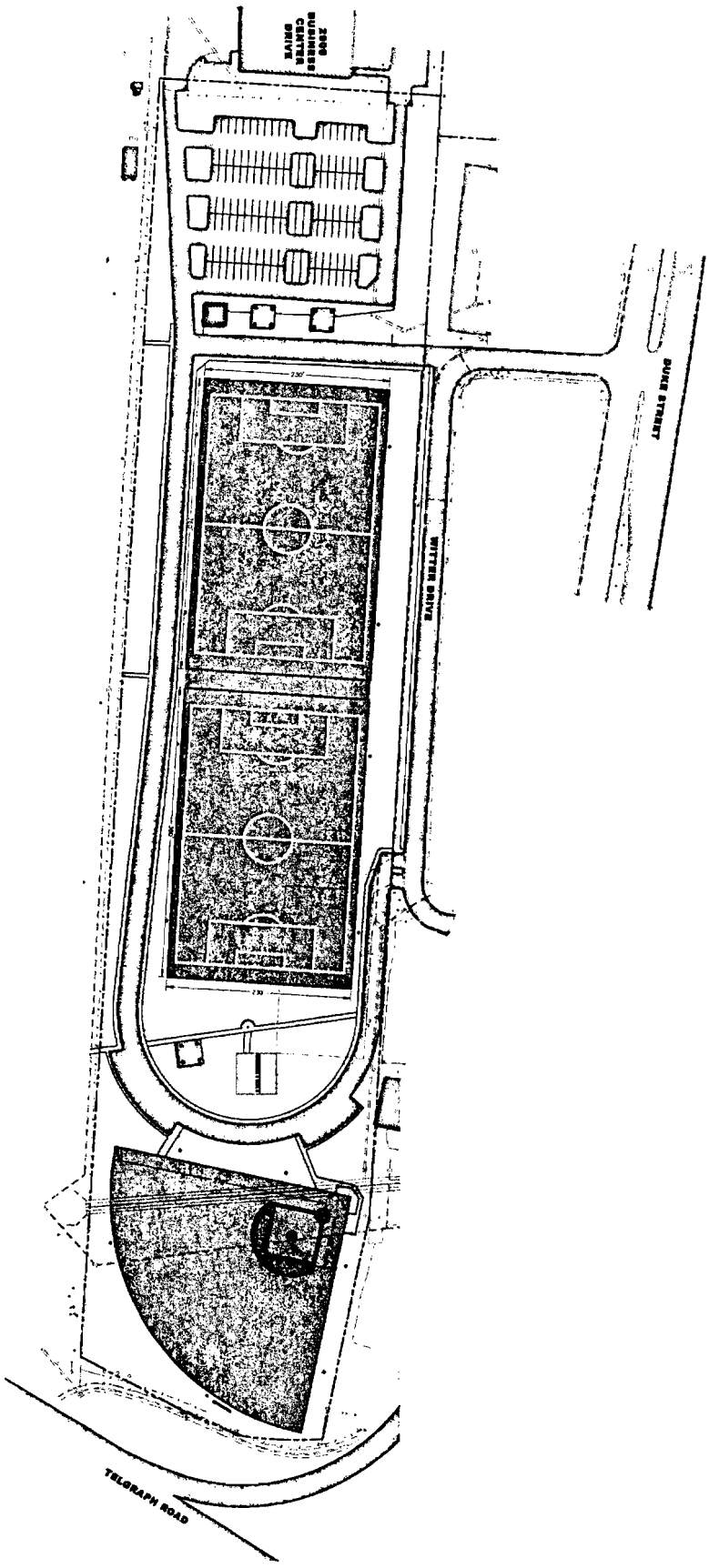
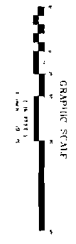
a shopping center. Please provide name of the center: _____

an office building. Please provide name of the building: _____

other. Please describe: Open field site of the proposed Witter Field

AMT

Architectural Millwork & Trim, Inc.
 10000 W. 10th Ave., Suite 100
 Denver, CO 80233
 Phone: (303) 751-1111
 Fax: (303) 751-1112
 Website: www.amtinc.com



SITE PLAN
WITTER RECREATIONAL FIELDS
 CSX 161 700
 WITTENBERG, DENVER

SCALE	DATE	PROJECT NO.	REV.
1" = 40'	03/11/03	105-012700	2
DATE	SCALE	PROJECT NO.	REV.
03/11/03	1" = 40'	105-012700	2

1 OF 1



APPLICATION

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Mailing/Street Address

Alexandria, VA 22314
City and State Zip Code

[Signature] Division Chief
Signature

(703) 838-4770 (703) 519-3332
Telephone # Fax #

Email address

March 26, 2007
Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY	
Application Received: <u>3/27/07</u>	Date & Fee Paid: \$ <u>(1) waived</u>
ACTION - PLANNING COMMISSION: Recommended Approval <u>5-0</u> June <u>5</u> , 2007	
ACTION - CITY COUNCIL: <u>6/16/07 - CC approved the PC recommendation 6-0</u>	

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