


**City of Alexandria, Virginia****MEMORANDUM**

DATE: MAY 19, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: STAFF PRESENTATION ON DEVELOPMENT PROCESS IMPROVEMENTS

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**ISSUE:** Update to City Council of various development review process improvements.

**RECOMMENDATION:** That City Council receive the report and presentation regarding development review process improvements.

**BACKGROUND:** Over the course of the past several months, Planning and Zoning staff has been working with staff in other City Departments and with NVBIA/NAIOP to implement a series of improvements intended to clarify, streamline, and improve the development review process in the City. These have included:

- Completing Text Amendment to Extend Validity Periods
- Updating Concept Plan Checklist
- Creating Menu of Standardized Condition Language
- Reviewing Practices on Street Trees and Trash Cans
- Improving Integration with GIS
- Implementing Standardization of Meeting Times
- Continuing Multi-Agency Permit Center and Online Permitting Efforts
- Beginning Work on Certificate of Occupancy Process

On May 7, staff briefed the Planning Commission on these improvements and the attached memorandum was the basis for the briefing. Just as was the case with the Planning Commission, no formal action by the Council is required at this time.

The May 7 attached memorandum contains a section (#4 on page 4) of the City's historic practice in relation to Special Use Permit conditions related to street trees and street trash cans. Given Council's May 16 discussion of street tree and street trash can practices, these specific issues will be brought forward for a City Council policy discussion and decision at the June 9 legislative meeting.

**ATTACHMENT:** May 1, 2009, memorandum to Planning Commission

**STAFF:**

Faroll Hamer, Director, Planning and Zoning  
Gwen Wright, Development Division Chief

*City of Alexandria, Virginia*

MEMORANDUM

DATE: May 1, 2009

TO: City of Alexandria Planning Commission

FROM: Faroll Hamer, Director *FH*  
Department of Planning and Zoning

VIA: Gwen Wright, Chief, Development Division  
Department of Planning and Zoning

SUBJECT: Briefing on Development Process Improvements

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**BACKGROUND**

Over the course of the past several months, Planning and Zoning staff has been working with staff in other City Departments and with NVBIA/NAIOP to implement a series of improvements intended to clarify, streamline, and improve the development review process in the City. The purpose of this memorandum is simply to brief the Planning Commission on a number of these initiatives – some of which have been led by P&Z and some of which have been led by other Departments.

No formal action by the Planning Commission is required at this time.

From the outset, it has been understood that improvements to the development review process will require close coordination and cooperation between staff from many different Departments. It is essential for staff to establish good modes of communication and collaboration. To this end, a staff retreat involving all staff from different Departments who are involved in the Interdepartmental Review Committee (IDR) was held on February 12th. Outcomes and assignments from this retreat are included on the attached IDR Retreat Notes (attachment #1). Also, in the spirit of this interdepartmental cooperation, a number of staffpeople from a variety of City Departments have contributed to this briefing memo.

**SPECIFIC IMPROVEMENTS**

Since the staff retreat, a great deal of additional work has been done – particularly in terms of completing work on a menu of standardized condition language and on

updates/revisions to the Concept Plan Checklist. Topics to be covered in this memo include:

- Text Amendment Extending Validity Periods
- Concept Plan Checklist
- Menu of Standardized Condition Language
- Review of Practices on Street Trees and Trash Cans
- Integration with GIS
- Standardization of Meeting Times (including creation of “Office Hours” and standard meeting dates for going over conditions with applicants)
- Permit Center and Online Permitting
- Certificate of Occupancy Process

#### 1. Text Amendment Extending Validity Periods

In March, the Planning Commission recommended and the City Council approved a text amendment to extend validity periods for sites plans, DSUPs, and associated permits and plans from 18 months to 36 months. This extension will 1) bring Alexandria’s practices into closer alignment with regional trends; 2) assist the development community during these difficult economic times; and 3) allow for sufficient time to get through the final site plan process.

Additionally, the City Council added a provision to have each plan approved under the provisions of this text amendment submit a progress report at 18 months, assuming the project has not yet proceeded to substantial construction.

#### 2. Concept Plan Checklist

Prior to the submission of significant Preliminary Site Plans or DSUPs, many applicants are strongly encouraged to submit a Concept Plan. This plan undergoes a staff level review involving staff from all City Departments and the purpose of this effort is to identify and solve major issues before the formal submission of a Preliminary Plan application. This has been a very successful process and has allowed plans that come before the Planning Commission and Council to be fully discussed with many problems worked out in advance.

However, an important issue that was discussed at the IDR Retreat was working to keep Concept Plans truly conceptual. Over time, more and more information has been required at the Concept Plan stage so that these plans have sometimes become very detailed. Although it is essential to have accurate technical information in order to provide even conceptual review for some projects, it is also important to balance this with the original goal of having Concept Plans be general in nature.

To this end, a great deal of work has been done to review the Concept Plan Checklist (in conjunction with NVBIA and NAIOP) and to make sure that the information required is complete enough for staff to provide appropriate feedback, but does not rise to the level of detail of a Preliminary Plan submission. The new Concept Plan

Checklist (attachment #2) achieves this goal by splitting the concept review into two parts – the first being very broad and conceptual and the second getting into a great level of detail.

The review of this checklist is the first step in what will be an overall effort to review and improve all of the checklists used by applicants for Preliminary and Final Site Plans.

### 3. Menu of Standardized Condition Language

Staff initiated the menu of standardized conditions language to achieve consistency in the development review process for both staff and development applicants. The menu of standardized conditions language provides a template for staff to prepare recommendations and also provides a level of certainty for development applicants engaged in the development review process. The list of conditions is included as attachment #3.

To create the menu of standardized conditions language, each department involved in Interdepartmental Review (IDR) compiled a list of staff recommendations consistently applied in recent development projects. In addition, staff also included recommendations applied in very unique development cases, such as cases with tree conservation areas, to create a template to which staff can refer when preparing recommendations.

Each department then sent their compiled recommendations to the Department of Planning and Zoning. Planning and Zoning staff compiled the menu of standardized conditions language and distributed the language to IDR participants for review. The language was discussed at IDR meetings and the following revisions to the language were implemented:

- Recommendations required by the City Code or Zoning Ordinance were eliminated or moved to the City Department Code Comments section of the staff recommendations; and
- Recommendations were revised to provide direct instruction to the development applicants.

In future development applicants, staff will review the menu of standardized conditions language and determine which of the standardized conditions are applicable. Language which is not applicable to the development project will be revised or removed to correspond to the specifics of the development application.

### 4. Review of Practices on Street Trees and Trash Cans

In reviewing SUP applications, the issue of providing new street trees and/or trash cans comes up frequently. Over the course of time RPCA – who deals with street

trees – and T&ES – who deal with trash cans have developed a number of practices regarding when these amenities are required in conjunction with a SUP.

In the past several months, these practices have been reviewed and have been found by staff to still be appropriate and worthy of continuation. Additionally, extra effort has been made to assure that these practices are uniformly and consistently applied.

The practices are as follows:

When preparing comments on SUP applications, RPCA conducts a review of street trees associated with the subject property, typically those directly in front of, and within the immediate blockface, and determines whether there are terminally damaged (as determined by the City Arborist), missing or dead trees. If such conditions are found, RPCA requests that the tree(s) either be replaced by the applicant or that the applicant provide a contribution to the Living Landscape Fund for installation of a replacement by the City. Cost per tree is based on current City contract costs for installation and funds are identified specifically to be used for replacement of project trees-not other items. Replacement tree species would have to be in conformance with the City Landscape Guidelines and are typically scheduled for installation during the planting season following certificate of occupancy and receipt of funds. If healthy street trees are present, there is no recommendation to provide payment into the fund. The review by RPCA to determine if a tree needs to be replaced or a contribution made is a standard part of the review process. The result of that review does not always translate into a condition requiring replacement or a contribution, since there may already be a healthy tree in place.

In terms of trash cans, T&ES requires a \$575 contribution for trash can maintenance in SUP cases where there already exists a trash can, but there is a new use proposed that will contribute to waste at street level. The funds are used for repair and replacement of the existing cans. If there is no existing trash can, then the SUP conditions would include a \$1,150 contribution per can to purchase and install trash cans in locations where trash cans have never existed. The purchase price for specified city trash cans used to be \$1,000 and now has gone up to \$1,150 – this is due to an increase in the capital cost of the trash receptacle.

## 5. Integration with GIS and Updating Permit Plan

Integration between the Development and GIS Divisions has been focused in three areas: first is a greater effort to coordinate during the development process, second is more efficient use of the permitting system to track and analyze development and third is the long term possibility of going to electronic plan submissions.

Coordinating during the approval process will allow several tasks which are currently loosely coordinated to be formalized. These tasks will be added to the development checklist and standard conditions. They include the coordination of addressing activities, submission and review of unit numbering plans and more complete data on

the “GIS Plan Sheet”. These changes should create stronger address integrity and facilitate timelier updates of the GIS base mapping. Both of which are critical to the hundreds of GIS users throughout all city agencies

Permit Plan is the program that has been used in the past to store data and report out on development. However, the second part of this effort will focus on improved integration between Permit Plan and GIS to create opportunities for better tracking, mapping, and analysis of development activity. The key to this effort is better modeling of development processes in Permit Plan. Including; classification of projects types, more consistent reporting of project details, and logical handling of project terminations and amendments.

Finally, the Divisions have begun to explore the feasibility and benefits of going to primarily electronic plan submissions. The biggest challenge with this has always been that although most plans are now completed electrically, the way they are created must be standardized technically or we will be trading a cumbersome paper process, which everyone can work with, for a complicated electronic process which only a few very technical people can deal with. This would add another layer of preprocessing and a potential new bottleneck to the process. However, it is envisioned that if these issues can be meaningfully addressed, there will be significant benefits to going electronic. The most basic of these benefits will be the elimination of thousands of plan sheets. This will save time, money and reduce hundreds of pounds of paper waste annually. Another significant benefit is the ability to electronically flag changes. By allowing the software to look for differences in submissions, plan reviewers will be able to ensure only changes that were required were made from one submission to the next. The GIS Division will benefit as well, in that updating major development in the city will go from time consuming digitizing task, to a simpler plan import. This will save many hours of GIS labor.

6. Standardization of Meeting Times (including creation of “Office Hours” and standard meeting dates for going over conditions with applicants)

Making sure that there can be standard times for applicants to meet with staff has been viewed as an important component in the effort to make the development review process timely and efficient. Two new practices have been adopted to allow for efficient and productive meetings:

- a.) Scheduling meetings to go over DSUP and DSP draft conditions with applicants during the regular IDR meeting that proceeds the deadlines for Planning Commission staff reports to be completed (this is typically the 3<sup>rd</sup> IDR meeting each month.)
- b.) Setting aside Wednesday afternoons each week from 1 to 5 p.m. when a member from each of the various City departments will be available to attend Development Project Workgroup meetings – aka “Office Hours” - with other City departments and the applicant to review all substantive issues related to a development application. The purpose of the Development Project Workgroup meetings will be to ensure that all City

reviewers are available one day each week for applicants to schedule their meetings. This predetermined Development Project Workgroup meeting day will reduce the difficulty that currently exists in coordinating the availability of individuals from separate agencies to attend meetings requested by various applicants. Applicants will be required to submit an application request form one week in advance and submit a list of issues that will be discussed at each meeting. By submitting the list of issues in advance, the staff will be able to ensure that the appropriate decision making personnel will attend the meeting.

## 7. Permit Center and Online Permitting

As a part of the Economic Sustainability Report to City Council, item #8 addressed the responsiveness of City bureaucracy and City processes. City staff has worked together to develop a new multi-agency permit center that had its grand opening March 5, 2009. The new multi-agency permit center has been developed by staff to provide an improved customer service experience with the City of Alexandria. The new experience includes a new seating area, a single location to streamline permit and business license reviews, as well as an improved queuing process for customers. Overall, the multi-agency permit center has improved staff communication.

In addition to the new multi-agency permit center, staff is now in the process of developing and implementing a new online application and permit system. Once fully operational, online applications and permits will allow customers to submit permit applications, attach required documents, and submit payments for requested permits. The new online system will also allow customers to view the on-time queuing flow from their computer, so they will know current wait times before visiting the multi-agency permit center. Customers will also be able to schedule and view inspections online. On the website, customers will have the ability to view the inspector's name and contact phone number. Currently, staff is in the process of purchasing the required software as well as developing standard operating procedures for all aspects of the new system. The software is expected to be operational by October 2009.

## 8. Certificate of Occupancy Process

In addition to the procedural improvements previously mentioned, staff has also initiated a review of the current certificate of occupancy procedures. Currently, the Office of Building and Fire Code Administration, the Department of Planning and Zoning and the Department of Transportation and Environmental Services have separate certificate of occupancy checklists which require much of the same information.

In an effort to streamline the certificate of occupancy process for development projects and improve coordination between City departments, staff is developing a revised certificate of occupancy checklist for development projects.

Staff anticipates that the revised checklist, which lists the items required by each applicable department, will be distributed to development applicants during the development review process and will also be available on the City's website.

cc: Jeffrey Farner, Deputy Director, Urban Design  
Development Division Staff  
IDR Staff



ATTACHMENT #1

**Notes from IDR Retreat  
Held February 12, 2009**

Consensus on Major Issues to be Addressed:

- Communication – between departments and with applicants
- Tracking Approved Conditions – assuring that conditions approved by the Planning Commission and City Council are enforced, that triggers are adhered to, and that Certificates of Occupancy are not issued until conditions are met
- Keeping Concept Plans truly conceptual

Follow-Up Items and Assignments:

- Provide an update on discussions that have taken place with NVBIA re: initiatives to improve the development process ***GWEN WRIGHT WILL PROVIDE THIS UPDATE AT THE NEXT IDR MEETING***
- Establish a staff working group to look at checklists for Preliminary and Final Site Plans, including reviewing Final Site Plan/ESI coordination and timing and considering using a change in fee structure to improve the Final Site Plan process ***PAT ESCHER, SHANNA SIZEMORE, LAURA DURHAM, ERIC KEELER***
- Establish a staff working group to look at the As Built/Certificate of Occupancy issue ***JESSICA RYAN, SHANNA SIZEMORE, KENDRA JACOBS, FRAN BROMBERG***
- Continue and complete work on standard conditions ***JESSICA RYAN, GARY WAGNER***
- Departments will ensure that all emails on development projects that transmit departmental decisions or opinions to applicants will be copied to relevant staff in other departments (i.e. P&Z will copy appropriate contacts in T&ES, RP&CA, Code, etc. and other departments will do likewise.) ***ALL DEPARTMENTS***
- Develop a procedure to assure that all changes in the field are communicated to the appropriate P&Z project manager. ***KENDRA JACOBS, SHANNA SIZEMORE, JAMES HUNT***
- Explore ways to improve efficiency and effectiveness of ESI. ***ALL DEPARTMENTS***

Take 15 minutes at the beginning of each IDR meeting to provide updates on the progress of the projects noted above. ***ALL DEPARTMENTS***



## CONCEPT PLAN CHECKLIST

DSP/DSUP # \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location (Address): \_\_\_\_\_

Tax Map References: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

**Submission Deadline:** The deadline for concept submissions is every Friday by noon. Plans will be routed to staff for review the following week and comments forwarded will then be forwarded onto the applicant with the within 14 working days after the submission.

\_\_\_\_\_ **Site Plans.** For each submission, provide fifteen sets (where applicable, at least 1 color set labeled for P&Z) of DSUP and/or DSP Site Plan folded drawings (unfolded plans will not be accepted) and a PDF file of the entire application. **Additional copies may be requested if the application is within a special district.** Please submit as few PDF files as possible and have them named with the corresponding sheet/or information titles. (i.e. Sheet C1-Sheet C10, Traffic study, etc)

\_\_\_\_\_ **Completed Phase I Concept Submission Checklist.**

\_\_\_\_\_ **Filing Fee (DSUP and DSP):** There is no filing fee for the concept review.

\_\_\_\_\_ **Signature of professional certifying that the submission meets all requirements:**

Signature (sign and print name)  
\_\_\_\_\_

**Prior to submission of a preliminary site plan, a Concept Plan meeting all of the criteria in this checklist shall be submitted**

**At a minimum, submit the following materials for each concept submission:**

**Phase I Concept Submission – Overall General Concept Design:**

- \_\_\_\_\_ A brief narrative explaining existing site conditions, zoning of the property, and the proposed development.
- \_\_\_\_\_ Concept Plan which contains the following at a Scale of 1"= 20' or 1"= 30':
- \_\_\_\_\_ Transportation Screening Form

**Existing Conditions:**

- \_\_\_\_\_ Property lines (with course and distance)

- \_\_\_\_\_ Public and private streets appropriately labeled
- \_\_\_\_\_ Existing easements, major public utility lines, and any other encumbrances that may impact development
- \_\_\_\_\_ Delineation of all floodplains, resource protection areas, associated buffers, and existing stormwater facilities.
- \_\_\_\_\_ Information on soils, environmental issues, and contamination known to applicant
- \_\_\_\_\_ North arrow on all plans

***Proposed:***

- \_\_\_\_\_ Building footprints and entrances
- \_\_\_\_\_ Proposed uses and location of uses in buildings
- \_\_\_\_\_ Tabulations of lot area(s)
- \_\_\_\_\_ Approximate tabulations of density, gross square feet of buildings, building height, number of units, open space, area of disturbance during construction, and proposed parking compared to zone requirements and/or limitations
- \_\_\_\_\_ Public and private streets appropriately labeled
- \_\_\_\_\_ Driveways, parking areas, access aisles, and site entrances
- \_\_\_\_\_ Open space
- \_\_\_\_\_ Significant proposed site features (such as retaining walls, steep slopes, etc.)
- \_\_\_\_\_ North arrow on all plans

**Phase II Concept Submission and Subsequent Submissions:**

**ONCE CONSENSUS HAS BEEN REACHED ON THE GENERAL BUILDING LOCATION AND SITE LAYOUT, A PHASE II CONCEPT SUBMISSION SHOULD BE FILED. THE PHASE II SUBMISSION SHOULD INCLUDE ALL INFORMATION REQUIRED IN THE PHASE I SUBMISSION AS WELL AS THE INFORMATION IDENTIFIED BELOW.**

**NARRATIVE REQUIREMENTS**

- \_\_\_\_\_ A response narrative addressing City comments to previous submissions.
- \_\_\_\_\_ Clearly identify the revised location/configuration of the building and changes to the site design in the Phase II submission.

**FORMAT REQUIREMENTS**

- \_\_\_\_\_ Print size of 24" x 36"
- \_\_\_\_\_ Scale of 1":20' or 1":30'
- \_\_\_\_\_ North point with reference to source of meridian
- \_\_\_\_\_ Name, address, signature and registration number of professional preparing the plan, certifying that the submission meets all requirements.
- \_\_\_\_\_ **Include all the checklist of requirements and 1 color set of applicable landscape plan and elevations and a PDF file of the plans, elevations, and other materials.**

**COVER SHEET**

- \_\_\_\_\_ Name and address of the developer
- \_\_\_\_\_ A narrative description of the project
- \_\_\_\_\_ Location Map
- \_\_\_\_\_ A list of all special use permits, site plan and modifications being requested.
- \_\_\_\_\_ Development Team information (i.e. property owner, engineers, attorney, etc.)
- \_\_\_\_\_ Sheet Index

**ZONING TABULATIONS**

- \_\_\_\_\_ Zoning of the site

- \_\_\_\_\_ Existing uses on the site
- \_\_\_\_\_ Proposed uses on the site
- \_\_\_\_\_ Lot area (required and provided)
- \_\_\_\_\_ Refined tabulations of lot area(s), density, gross square footage of buildings, FAR, building height, parking layout, open space, and proposed parking compared to zone requirements and/or limitations
- \_\_\_\_\_ Number of dwelling units and unit types
- \_\_\_\_\_ Units/Acre for residential uses.
- \_\_\_\_\_ Gross floor area and net floor area.
- \_\_\_\_\_ Open space (ground level, roof-top and total) with square foot total and percentage
- \_\_\_\_\_ Average finished grade and height for each building.
- \_\_\_\_\_ Building setbacks (required and proposed) for each building.
- \_\_\_\_\_ Lot frontage (required and provided)
- \_\_\_\_\_ Parking Spaces (compact, standard, handicap and total)
- \_\_\_\_\_ Loading spaces (required and provided)

## EXISTING SITE CONDITIONS

- \_\_\_\_\_ Existing conditions plan
- \_\_\_\_\_ Where sites have slopes steeper than 2:1 provide information on topography
- \_\_\_\_\_ A statement whether or not the site has areas of Marine Clay
- \_\_\_\_\_ A statement describing any known or expected contamination or brief narrative of due diligence completed (site history) if none is expected
- \_\_\_\_\_ Existing tree survey, where applicable

## CONCEPT SITE PLAN

- \_\_\_\_\_ Public Utilities (full description labeled with flow direction, where applicable)
- \_\_\_\_\_ Significant proposed site features (such as retaining walls, steep slopes)
- \_\_\_\_\_ Site sections
- \_\_\_\_\_ Contextual Site Plan showing adjacent uses, zoning, buildings, parking areas, driveways, sidewalks and other features
- \_\_\_\_\_ Dimensions for circulation patterns and lane widths
- \_\_\_\_\_ Public and private streets appropriately labeled
- \_\_\_\_\_ Roadway and Parking Dimensions
- \_\_\_\_\_ Alignment and major features of existing and public proposed utilities
- \_\_\_\_\_ Emergency vehicle access to the site and buildings
- \_\_\_\_\_ Building Sections to scale, with dimensions, showing setbacks and stepbacks and referenced to building plans.
- \_\_\_\_\_ Indicate whether project is located in the Combined Sewer Area.
- \_\_\_\_\_ If additional sanitary flows exceed 10,000 GPD, provide statement on adequate outfall per Memo to Industry 2002-0007.
- \_\_\_\_\_ If post-development stormwater runoff exceeds pre-development, provide statement addressing planned mitigation.
- \_\_\_\_\_ Identify stormwater outfall to receiving storm trunk sewer on plan.
- \_\_\_\_\_ Conceptual plans for open space and graphic depiction of included areas used for the calculations.

## ENVIRONMENT

- \_\_\_\_\_ Resource Protection Areas (RPA) as defined in Article XIII of the Zoning Ordinance.
- \_\_\_\_\_ Identify constituents and approximate area of soil and/or groundwater contamination.

\_\_\_\_\_ Narrative describing how the project will comply with the stormwater quality requirements of Article XIII of the Zoning Ordinance.

**BUILDING**

- \_\_\_\_\_ A brief narrative describing the environmentally sensitive site design, green building and/or low impact development techniques to be considered in this proposal.
- \_\_\_\_\_ Schematic building massing information, to show proposed height and scale of buildings
- \_\_\_\_\_ Building Elevations to scale, with dimensions where appropriate, indicating all materials
- \_\_\_\_\_ Three dimensional models or computer models to show the buildings from ground level along the major vehicle and pedestrian corridors, where applicable.

**TRANSPORTATION**

- \_\_\_\_\_ Truck turning templates, to include loading and trash pickup. (Per AASHTO Guidelines)
- \_\_\_\_\_ Show full right-of-way on both sides of the street
- \_\_\_\_\_ Transportation Scoping form as required.

**DESIGN GUIDELINES – IDENTIFY AND ACKNOWLEDGE APPLICABLE GUIDELINES**

- \_\_\_\_\_ Located along Mount Vernon Avenue, the *Mount Vernon Avenue Design Guidelines apply.*
- \_\_\_\_\_ Located within the Old Town North area, information required by the *Old Town North Design Guidelines apply.*
- \_\_\_\_\_ Located within the Old and Historic Alexandria District, the *Alexandria Historic District Design Guidelines apply.*
- \_\_\_\_\_ Located within the Parker Gray Historic District, the *Alexandria Historic District Design Guidelines apply.*
- \_\_\_\_\_ Involves a site which occupied by a building on the list *Buildings over 100 Years Old Outside the Historic Districts*, the *Alexandria Historic District Design Guidelines apply.*
- \_\_\_\_\_ Located along Washington Street, the *Washington Street Standards*, the *Washington Street Guidelines*, the *Old Town North Urban Design Guidelines* and the *Alexandria Historic District Design Guidelines apply.*
- \_\_\_\_\_ Located within the Carlyle CDD, the *Carlyle Design Guidelines* and the *Carlyle Streetscape Design Guidelines apply.*
- \_\_\_\_\_ Located within the Potomac Yard/Potomac Greens Small Area, the *Potomac Yard Urban Design Guidelines apply.*

**Department of Planning and Zoning  
Development Division, City Hall  
301 King Street, Room 2100  
Alexandria, Virginia 22314  
Phone: (703) 838-4666**

Revised: 4/09/09 PHE

ATTACHMENT #3  
**MENU OF STANDARDIZED CONDITION LANGUAGE**

**STAFF RECOMMENDATIONS:**

1. Provide all improvements depicted on the preliminary plan dated \_\_\_\_ and comply with the following conditions of approval.

**A. PEDESTRIAN/STREETSCAPE:**

2. Provide the following pedestrian improvements to the satisfaction of the Directors of P&Z, RP&CA and T&ES:
  - a. Complete all pedestrian improvements prior to the issuance of a certificate of occupancy permit.
  - b. Install and maintain ADA accessible pedestrian crossings serving the site.
  - c. Construct all concrete sidewalks to City standards. The minimum unobstructed width of newly constructed sidewalks shall be 6' in commercial, mixed-use or other high-density areas and 5' in single-family or other lower density areas.
  - d. All brick sidewalks shall comply with the City's Memo to Industry 05-08.
  - e. Sidewalks shall be flush (maximum 1/4" change in grade) across all driveway crossings.
  - f. All newly constructed curb ramps in Alexandria shall be concrete with detectable warning and shall conform to VDOT standards as outlined in a City Memo to Industry (3/07) available on-line: <http://alexandriava.gov/tes/info/default.aspx?id=3522>
  - g. Provide separate curb ramps for each direction of crossing (i.e., two ramps per corner). Curb ramps shall be perpendicular to the street to minimize crossing distances. Any changes must be approved by the Director of T&ES.
  - h. Provide thermoplastic pedestrian crosswalks at all crossings at the proposed development, which must be designed to the satisfaction of the Director of T&ES.
  - i. All crosswalks shall be standard, 6" wide, white thermoplastic parallel lines with reflective material, with 10' in width between interior lines. High-visibility crosswalks (white, thermoplastic ladder crosswalks as shown in the Manual on Uniform Traffic Control Devices (MUTCD)) may be required as directed by staff at Final Site Plan. All other crosswalk treatments must be approved by the Director of T&ES.
  - j. Install pedestrian countdown signals and pedestrian activated push-buttons in accordance with City Standards. All pedestrian-activated push buttons shall be accessible per ADA Accessibility Guidelines (ADAAG).

- k. Insert additional conditions here.\*\*\* (P&Z)(RP&CA)(T&ES)

**B. OPEN SPACE/LANDSCAPING:**

3. Develop, provide, install and maintain an integrated Landscape Plan that is coordinated with other associated site conditions to the satisfaction of the Directors of P&Z and RP&CA. At a minimum the Landscape Plan shall:
  - a. Provide an enhanced level of detail plantings throughout the site (in addition to street trees). Plantings shall include a simple mixture of seasonally variable, evergreen and deciduous shrubs, ornamental and shade trees, groundcovers and perennials that are horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.
  - b. Ensure positive drainage in all planted areas.
  - c. Provide detail, section and plan drawings of tree wells showing proposed plantings and associated materials, irrigation, adjacent curb/pavement construction, including edge restraint system, dimensions, drainage, and coordination with site utilities.
  - d. Provide detail sections showing above and below grade conditions for plantings above a structure.
  - e. Provide planting details for all proposed conditions including street trees, multi-trunk trees, shrubs, perennials, and groundcovers. (P&Z)(RP&CA)
4. Provide the following modifications to the landscape plan and supporting drawings:
  - a. Specific modifications and amendments as needed and necessary. (RP&CA)
5. Provide a site irrigation/water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA and Code Administration.
  - a. Provide an exhibit that demonstrates that all parts of the site can be accessed by a combination of building mounted hose bibs and ground set hose connections.
  - b. Provide external water hose bibs continuous at perimeter of building. Provide at least one accessible external water hose bib on all building sides at a maximum spacing of 90 feet apart.
  - c. Hose bibs, ground set water connections and FDCs must be fully accessible and not blocked by plantings, site utilities or other obstructions.
  - d. Install all lines beneath paved surfaces as sleeved connections.
  - e. Locate water sources and hose bibs in coordination with City Staff.
  - f. Ensure that irrigation system is compatible with City's remote control Maxicom System (for public sites/projects). (Code Administration) (RP&CA)

6. Develop a palette of site furnishings in consultation with staff.
  - a. Provide location and specification for site furnishings that depicts the scale, massing and character of site furnishings.
  - b. Site furnishings shall include benches, bicycle racks, trash receptacles, drinking fountains and other associated features and be developed to the satisfaction of the Directors of RP&CA, P&Z, and T&ES.
  - c. (For public sites/projects use City Standards) (RP&CA)(P&Z)(T&ES)
7. Provide material, finishes, and architectural details for all retaining walls, seat walls, decorative walls, and screen walls. Indicate methods for grade transitions, handrails- if required by code, directional changes, above and below grade conditions. Coordinate with adjacent conditions. Design and construction of all walls shall be to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. (RP&CA)(P&Z)(T&ES)
8. Provide a coordinated design palette of play area related site structures/equipment. Locate and depict the scale, massing and character of play equipment, perimeter fencing, grade conditions, surfacing and associated site furnishings. Play area and site equipment must comply with the most recent guidelines, specifications and recommendations of the Consumer Product Safety Commission (CPSC) Handbook for Public Playground Safety, ASTM Specification for Playground Equipment for Public Use (ASTM F1487) and ASTM Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment (ASTM F1292). Applicant shall provide certification that the play areas have been designed, reviewed and approved by a certified playground safety inspector (CPSI professional) with current certification. (RP&CA)
9. Play area and equipment shall comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and Facilities; Play Areas 36DFR Park 1191; Final Rule. (RP&CA)
10. Hire a professional consultant to work with staff and the landscape designers to incorporate and interpret elements of the historical character and archaeological findings into the design of the open space and to prepare interpretive signs, which shall be erected as part of the development project. The site plan shall indicate themes and locations of interpretive elements. Prior to release of the final site plan, the consultant shall provide text and graphics for the signage subject to approval by the Office of Historic Alexandria/Alexandria Archaeology and the Directors of P&Z and RP&CA.\* (Arch)(P&Z)(RP&CA)

**C. TREE PROTECTION AND PRESERVATION:**

11. Contract with a professional tree preservation company to provide, implement and follow a tree conservation and protection program that is developed per the City



of Alexandria Landscape Guidelines and to the satisfaction of the Directors of P&Z, RP&CA and the City Arborist. (P&Z)(RP&CA)

12. A fine shall be paid by the applicant in an amount not to exceed \$10,000 for each tree that is destroyed if the approved tree protection methods have not been followed. The replacement trees shall be installed and if applicable the fine shall be paid prior to the issuance of the last certificate of occupancy permit. \*\*\* (P&Z)(RP&CA)
13. The area of the limits of disturbance and clearing for the site shall be limited to the areas as generally depicted on the preliminary site plan dated \_\_\_\_\_ and reduced if possible to retain existing trees and grades. (P&Z)(RP&CA)
14. The Condominium / Homeowners Association (HOA) documents shall incorporate language that requires the following elements and other restrictions deemed necessary by the City Attorney to ensure that the trees proposed to be saved are retained including:
  - a. Require property owners to sign a disclosure statement acknowledging the presence and required protection of the trees.
  - b. The trees to be protected as depicted on the approved site plan shall be required to be retained unless otherwise permitted to be removed by the City Arborist due to the health and safety of the tree.
  - c. Any proposal to remove a tree that is designated to be retained on the approved site plan for reasons other than health or safety shall require unanimous approval by the Homeowners Association and a site plan amendment. (P&Z)
15. Impose restrictions in the form of recorded conservation covenants ("Covenants") on all areas that are outside the limits of disturbance as generally depicted on the preliminary plan (hereby referred to as the "Conservation Area"). The Covenants shall impose restrictions on the use of the Conservation Area to protect and preserve existing trees and limit any tree removal and active uses within the designated conservation area. The Covenants shall prohibit construction or placement of accessory structures, as defined in the Alexandria Zoning Ordinance, including but not limited to, buildings, structures, fencing and restrict the removal of mature trees (except to the extent as authorized by the City Arborist for routine maintenance purposes). A plat delineating the Conservation Area shall be prepared and approved by the Directors of P&Z and RP&CA and the City Attorney prior to release of the final site plan. The final approved plat and restriction language shall be recorded among the land records. The following shall also be established as restrictions in the Conservation Area:
  - a. Except as may be necessary for the prevention or treatment of disease, the removal of dead or damaged trees or other good husbandry practices and after consultation with the City of Alexandria Arborist, no mature trees shall be removed from the Conservation Area. Supplemental tree plantings may be provided

within the Conservation Area Easement, but shall consist of native species as identified by the City Arborist.

- b. A variety of native trees (evergreen and deciduous) shall be planted within the Conservation Area. The location, size and quantity of the trees shall be approved to the satisfaction of the City Arborist. \* (P&Z)(RP&CA)

#### **D. BUILDING:**

- 16. Provide the following building refinements to the satisfaction of the Director of P&Z:
  - a. Insert additional conditions here. (P&Z)
- 17. Per the City's Green Building Policy adopted April 18, 2009, achieve a green building certification level of LEED Silver / LEED Certified / Equivalent to the satisfaction of the Directors of P&Z, RP&CA and T&ES. Diligent pursuance and achievement of this certification shall be monitored through the following:
  - a. Provide evidence of the project's registration with LEED with the submission of the first final site plan.\*
  - b. Provide evidence of submission of materials for Design Phase credits to the U.S. Green Building Council (USGBC) prior to issuance of a certificate of occupancy. \*\*\*
  - c. Provide evidence of submission of materials for Construction Phase credits to USGBC within six months of obtaining a final certificate of occupancy.
  - d. Provide documentation of LEED Silver Certification from USGBC within two years of obtaining a final certificate of occupancy.
  - e. If LEED Silver Certification is not obtained despite reasonable and documented efforts to achieve the certification level, a monetary penalty shall be assessed by City staff to offset the reduced certification level. The penalty shall be paid to a City Green Building Fund for small green building projects and initiatives. (P&Z)(RP&CA)(T&ES)
- 18. The applicant shall work with the City for reuse of the existing building materials as part of the demolition process, leftover, unused, and/or discarded building materials.(T&ES)(P&Z)
- 19. Energy Star labeled appliances shall be installed in all multi-family residential units. (T&ES)
- 20. The stairwells within structured parking garages shall be visible, without solid walls. The balusters shall be open to allow for a clear line of vision. Provide guards that are 42" in height along open sides of the stairways and landings which are located 30" above the floor or grade below. The width between the balusters shall be no wider than 4" and the handrails are to be a minimum of 34" and a maximum of 38". (Police)

21. Elevator lobbies and vestibules shall be visible from the parking garage. The design of the elevator lobbies and vestibules in the parking garage shall be as open as code permits. (Police)
22. All ground level pedestrian exits that open into non-secure areas shall be emergency exits only and fitted with panic bar hardware. (Police)

**E. SIGNAGE:**

23. Design and develop a coordinated sign plan, which includes a color palette, for all proposed signage, including, but not limited to site-related signs, way-finding graphics, business signs, and interpretive signage that highlights the history and archaeology of the site. The plan shall be included as part of the Final Site Plan and shall coordinate the location, scale, massing and character of all proposed signage to the satisfaction of the Directors of Archaeology, P&Z, RP&CA, and T&ES.\*
  - a. Business signs shall employ variety and creativity of design. Tenant designers shall bring a sculptural and dimensional quality to their signs.
  - b. Highlight the identity of individual business tenants through signage and storefront design. Coordinate signage with the building design and with individual storefront designs, including but not limited to integration with any proposed awnings, canopies, etc.
  - c. Pedestrian-oriented signs (e.g. projecting signs, window signs, etc.) are encouraged. Tenants with main storefront entrances on Street(s) shall incorporate a projecting or under-canopy sign. [Use sub-bullets for projects with significant ground-floor retail.] (Arch)(P&Z) (RP&CA) (T&ES)
24. Design business and identification signs to relate in material, color and scale to the building and the tenant bay on which the sign is displayed to the satisfaction of the Director of P&Z.
  - a. The business and identification signs shall be designed of high quality materials and sign messages shall be limited to logos and names.
  - b. Installation of building mounted signage shall not damage the building and signage shall comply with all applicable codes and ordinances. (P&Z)
25. Internally illuminated signs are prohibited. Explore the use of exterior illumination. [Use condition only when applicable.]
26. A freestanding subdivision or identification sign shall be prohibited. (P&Z) [Use condition only when applicable.]
27. Install a temporary informational sign on the site prior to the approval of the final site plan for the project and shall be displayed until construction is complete or

replaced with a contractor or real estate sign incorporating the required information; the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project.\* (P&Z)(T&ES)

## **F. HOUSING:**

28. Condition for Commercial Projects: A voluntary contribution of \$1.50 for the proposed gross floor area would be consistent with the "Developer Housing Contribution Work Group Report" dated May 2005 and accepted by the Alexandria City Council on June 14, 2005 (<http://dockets.alexandriava.gov/fy05/061405rm/di37.pdf>).\*\*\* (Housing)
29. Condition for Residential Projects: Contact the Office of Housing to discuss a contribution for affordable housing. The developer may first wish to review the Developer Housing Contribution Policy Work Group Report received by the Alexandria City Council on June 14, 2005 (<http://dockets.alexandriava.gov/fy05/061405rm/di37.pdf>). (Housing)

## **G. PARKING:**

30. Locate a minimum of \_\_\_\_ parking spaces in the underground garage for residents. Residential parking spaces shall be separated from office / retail spaces. A minimum of one space for each unit shall be provided within the garage as part of the purchase price for each unit. All remaining unassigned spaces in the garage shall be made generally available to residents. (P&Z)(T&ES) (Parking should not be part of the pricing for each unit to include apartments)
31. Provide controlled access into the underground garage for vehicles and pedestrians. The controlled access to the garage shall be designed to allow convenient access to the underground parking for residents. (P&Z)
32. Provide \_\_\_\_ residential (long-term) bicycle parking space(s) within the underground garage and \_\_\_\_ visitor (short-term) bicycle parking space(s) on the surface within 50 feet of the building entrance. Bicycle parking standards, acceptable rack types for short- and long-term parking and details for allowable locations are available at: [www.alexandriava.gov/bicycleparking](http://www.alexandriava.gov/bicycleparking). (T&ES)
33. Provide a Parking Management Plan with the final site plan submission. The Parking Management Plan shall be approved by the Departments of P&Z and T&ES prior to the release of the final site plan. \*
34. All on-street parking controls and restrictions within the project area shall be determined by the City. Any such controls and restrictions which the applicant desires shall be shown on the final site plan. Within the project area, any parking meters which are placed on private streets with public access easements or on public rights-of-way shall be acquired and installed by the applicant in accord with City specifications. The City reserves the right to enforce parking meters on private streets containing public access easements. (P&Z)(T&ES)

## **H. TRANSPORTATION MANAGEMENT PLAN**

35. A Transportation Management Plan is required to implement strategies to persuade residents and employees to take public transportation or share a ride, as opposed to a sole occupant of a vehicle. The details of the Plan are included in annex [#] to the general staff conditions. Below are the basic conditions from where other details originate:
36. Designate a TMP Coordinator for the entire project upon application for the initial building permit. The name, location and telephone number of the coordinator will be provided to the City at that time, as well as of any changes occurring subsequently. This person will be responsible for implementing and managing all aspects of the TMP and the parking management program for the project. Some transportation strategies include:
  - a. Transit, ridesharing, staggered work hours/compressed workweeks, parking restrictions.
  - b. Printed information about transit, ridesharing, and other TMP elements shall be distributed and displayed to residents/employees.
  - c. A ridesharing program shall be established that includes not only participation in the regional Metropolitan Washington Council of Governments Commuter Connections Program.
  - d. Establish and promote a Guaranteed Ride Home Program as part of the ridesharing and transit marketing efforts.
  - e. A carshare program shall be established.
  - f. Discounted bus and rail fare media shall be sold on-site to residents/employees of the project including during hours that are convenient for them.\*\* (T&ES)
37. Create an annual TMP fund, based on the TMP goal established for [Project name], the project's size and the benefits to be offered to participating residents. Annually, to begin one year after the initial CO is issued, the rate shall increase by an amount equal to the rate of inflation (Consumer Price Index – CPI of the United States) for the previous year, unless a waiver is obtained from the Director of T&ES. The TMP fund shall be used exclusively for the approved transportation activities detailed in the annex. (T&ES)
38. The Director of T&ES may require that the funds be paid to the City upon determination that the TMP Association has not made a reasonable effort to use the funds for TMP activities. As so determined, any unencumbered funds remaining in the TMP account at the end of each reporting year may be either reprogrammed for TMP activities during the ensuing year or paid to the City for use in transportation support activities which benefit the site. (T&ES)
39. The TMP Association will submit annual reports, fund reports and modes of transportation surveys to the Office of Transit Services and Programs (OTS&P) as detailed in the Annex. (T&ES)

40. [Project name] should integrate into the District Transit Management Program when it is organized. All TMP holders in the xxxxxxxx area will be part of this District. The objective of this district is to make optimum use of transportation resources for the benefit of residents and employees through economies of scale. (T&ES)
41. Prepare appropriate language to inform tenants/owners of the transportation management plan special use permit and conditions therein as part of its leasing/purchasing agreements; such language shall be reviewed and approved by the City Attorney's office. (T&ES)
42. The Director of T&ES may approve modifications to agreed TMP activities, provided that any changes are consistent with the goals of the TMP. (T&ES)

## **I. BUS STOPS AND BUS SHELTERS**

43. Show all existing and proposed bus stops with associated features, to include shelters, canopies, and benches in the vicinity of the site on the final site plan. Any proposed features shall be ADA compliant; all bus shelters shall include a bench and illumination to the satisfaction of the Director of T&ES. (T&ES) (Specific stops will be noted for each project)
44. Make all bus stops in the vicinity of the site ADA compliant. ADA compliance includes:
  - a. Install an unobstructed seven (7) foot wide, parallel to the roadway, by eight (8) foot wide, perpendicular to the curb, bus stop passenger loading pad. The loading pad shall be at the same grade as the sidewalk, connect the curb to the sidewalk, and the pad's surface material shall match the sidewalk. The exiting width of the sidewalk may be counted towards the 8 foot wide perpendicular to the curb area. Passenger loading pads shall never be placed on storm drain inlets, catch basins, and other obstacles that would make the bus stop and bus stop loading pad inaccessible. See attached standard details.
  - b. Create a 120 foot "No Parking, Bus Stop Zone" if the bus stop is located along the curbside. If the bus stop is located on a bulb out / extension into the roadway, the 120 foot "No Parking, Bus Stop Zone" shall not be required. See attached standard details. (T&ES)
45. Provide electrical and communication conduits to all bus shelters for the installation of future ITS features such as Real-Time bus information and electronic bus schedules and other information. (T&ES)
46. The final bus shelter, bus canopy, and bus stop bench design shall meet City standards and the approval of the Director of T&ES. (T&ES)

## **J. SITE PLAN:**

47. Per Section 11-418 of the Zoning Ordinance, the development site plan/development special use permit shall expire and become null and void as to any uncommenced construction and any uncompleted construction, unless substantial construction of the project is commenced within 36 months after initial approval and such construction is thereafter pursued with due diligence. The applicant shall provide a written status report to staff 18 months after initial approval to update the City Council on the project status.
48. Submit the plat of subdivision/consolidation and all applicable easements and/or dedications with the first final site plan submission. The plat(s) shall be approved and recorded prior to the release of the final site plan.\* (P&Z)
49. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. These items include:
  - a. Location of site utilities including above grade service openings and required clearances for items such as transformers, telephone, HVAC units and cable boxes.
  - b. Minimize conflicts with plantings, pedestrian areas and major view sheds.
  - c. Do not locate above grade utilities in dedicated open space areas. (RP&CA)(P&Z)(T&ES)
50. Provide a lighting plan with the final site plan to verify that lighting meets City standards. The plan shall be to the satisfaction of the Directors of T&ES, P&Z, and RP&CA in consultation with the Chief of Police and shall include the following:
  - a. Clearly show location of all existing and proposed street lights and site lights, shading back less relevant information.
  - b. A lighting schedule that identifies each type and number of all fixtures, mounting height, and strength of fixture in Lumens or Watts.
  - c. Manufacturer's specifications and details for all proposed fixtures including site, landscape, pedestrian, sign(s) and security lighting.
  - d. A photometric plan with lighting calculations that include all existing and proposed light fixtures, including any existing street lights located on the opposite side(s) of all adjacent streets. Photometric calculations must extend from proposed building face(s) to property line and from property line to the opposite side(s) of all adjacent streets and/or 20 feet beyond the property line on all adjacent properties and rights-of-way. Show existing and proposed street lights and site lights.
  - e. Photometric site lighting plan shall be coordinated with architectural/building mounted lights, site lighting, street trees and street lights to minimize light spill into adjacent residential areas.

- f. Provide location of conduit routing between site lighting fixtures so as to avoid conflicts with street trees.
  - g. Detail information indicating proposed light pole and footing in relationship to adjacent grade or pavement. All light pole foundations shall be concealed from view.
  - h. The lighting for the areas not covered by the City of Alexandria' standards shall be designed to the satisfaction of Directors of T&ES and P&Z.
  - i. Provide numeric summary for various areas (i.e., roadway, walkway/ sidewalk, alley, and parking lot, etc.) in the proposed development.
  - j. The walls and ceilings in the garage must be painted white or dyed concrete (white) to increase reflectivity and improve lighting levels at night.
  - k. The lighting for the underground parking garage shall be a minimum of 5.0 foot candle maintained. The fixtures should not be flush against the ceiling, unless there are no cross beams, but should hang down at least to the crossbeam to provide as much light spread as possible.
  - l. Full cut-off lighting shall be used at the development site to prevent light spill onto adjacent properties. (P&Z)(T&ES)(RP&CA)(Police)
51. Provide a unit numbering plan for each floor of a multi-unit building with the first final site plan submission. The unit numbers should comply with a scheme of 100 level numbers on the first floor, 200 level numbers on the second floor, and 300 level numbers for third floor and continue in this scheme for the remaining floors.

## **K. CONSTRUCTION**

52. Submit a construction phasing plan to the satisfaction of the Director of T&ES, for review, approval and partial release of Erosion and Sediment Control for the final site plan. In addition, building and construction permits required for site preconstruction shall be permitted prior to release of the final site plan to the satisfaction of the Director of T&ES. \* (T&ES) [Include this condition on all large development plans.]
53. Submit a construction management plan for review and approval by the Directors of P&Z, T&ES and Code Administration prior to final site plan release. The plan shall:
- a. Include a plan for temporary pedestrian and vehicular circulation;
  - b. Include the overall schedule for construction and the hauling route;
  - c. Copies of the plan shall be posted in the construction trailer and given to each subcontractor before they commence work;
  - d. If the plan is found to be violated during the course of construction, citations will be issued for each infraction and a correction notice will be forwarded to the applicant. If the violation is not corrected within five (5) calendar days, a "stop



work order" will be issued, with construction halted until the violation has been corrected. \* (P&Z)(T&ES)(Code)

54. Provide off-street parking for all construction workers without charge. For the construction workers who use Metro, DASH, or another form of mass transit to the site, the applicant shall subsidize a minimum of 50% of the fees for mass transit. Compliance with this condition shall be a component of the construction management plan, which shall be submitted to the Department of P&Z and T&ES prior to final site plan release. This plan shall:
- a. Establish the location of the parking to be provided at various stages of construction, how many spaces will be provided, how many construction workers will be assigned to the work site, and mechanisms which will be used to encourage the use of mass transit.
  - b. Provide for the location on the construction site at which information will be posted regarding Metro schedules and routes, bus schedules and routes.
  - c. If the plan is found to be violated during the course of construction, a correction notice will be issued to the developer. If the violation is not corrected within ten (10) days, a "stop work order" will be issued, with construction halted until the violation has been corrected. \* (P&Z)(T&ES)
55. The sidewalks shall remain open during construction or pedestrian access shall be maintained to the satisfaction of the Director of T&ES throughout the construction of the project.
56. No major construction staging shall be allowed from \_\_\_\_\_. The applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. \*\*
57. Any structural elements that extend into the public right of way, including but not limited to footings, foundations, etc., must be approved by the Director of T&ES as a part of the Sheeting and Shoring Permit. (T&ES) [To be used when proposed building is on property line.]
58. A "Certified Land Disturber" (CLD) shall be named in a letter to the Division Chief of Construction & Inspection prior to any land disturbing activities. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. A note to this effect shall be placed on the Phase I Erosion and Sediment Control sheets on the site plan. (T&ES)
59. Prior to commencing clearing and grading of the site, the applicant shall hold a meeting with notice to all adjoining property owners and civic associations to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction. The Departments of P&Z and T&ES shall be notified of the date of the meeting before the permit is issued. (P&Z)(T&ES)

60. Identify a person who will serve as a liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site and shall be placed on the project sign, to the satisfaction of the Directors of P&Z, RP&CA and T&ES. (P&Z)(RP&CA)(T&ES)
61. Implement a waste and refuse control program during the construction phase of this development. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of T&ES and Code Administration. All wastes shall be properly disposed offsite in accordance with all applicable federal, state and local laws. (T&ES)
62. Temporary construction trailer(s) shall be permitted and be subject to the approval of the Director of P&Z. The trailer(s) shall be removed prior to the issuance of a certificate of occupancy permit. \*\*\* (P&Z)
63. Submit a wall check prior to the commencement of framing for the building(s). The wall check shall include the building footprint, as depicted in the approved final site plan, the top-of-slab elevation and the first floor elevation. The wall check shall be prepared and sealed by a registered engineer or surveyor, and shall be approved by the P&Z prior to commencement of framing. (P&Z)
64. Submit a height certification and a location survey for all site improvements to the Department of P&Z as part of the request for a certificate of occupancy permit. The height certification and the location survey shall be prepared and sealed by a registered architect, engineer, or surveyor. The height certification shall state that the height was calculated based on all applicable provisions of the Zoning Ordinance. \*\*\* (P&Z)
65. All condominium association covenants shall be reviewed by the Director of P&Z and the City Attorney to ensure inclusion of all the conditions of this DSUP/DSP prior to applying for the first certificate of occupancy permit for the project. The association covenants shall include the conditions listed below, which shall be clearly expressed in a separate section of the covenants. The language shall establish and clearly explain that these conditions cannot be changed except by an amendment to this development special use permit approved by City Council.
  - a. The principal use of the underground garage and parking spaces shall be for passenger vehicle parking only; storage which interferes with the use of a parking space for a motor vehicle is not permitted.
  - b. The designated visitor parking spaces shall be reserved for the use of the condominium guests.
  - c. No more than two parking spaces shall be assigned to a specific condominium unit until all settlement on the units are complete; all

- unassigned spaces in the garage shall be made generally available to residents and/or visitors.
- d. All landscaping and open space areas within the development shall be maintained by the homeowners and condominium owners.
  - e. Exterior building improvements or changes by future residents shall require the approval of the City Council, as determined by the Director of P&Z.
  - f. The specific language of the disclosure statement to be utilized shall be provided to the City for approval prior to release of any certificate of occupancy permit. **\*\*\* (P&Z)**

## **L. STORMWATER**

- 66. All stormwater designs that require analysis of pressure hydraulic systems, including but not limited to the design of flow control structures and storm water flow conveyance systems shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. The design of storm sewer shall include the adequate outfall, inlet, and hydraulic grade line (HGL) analyses that shall be completed to the satisfaction of the Director of T&ES. Provide appropriate reference and/or source used to complete these analyses. (T&ES) [Include this condition on all plans.]
- 67. Demonstrate compliance with flood plain ordinance Section 6-300 to Section 6-311 of Article VI Special and Overlay Zones. No final plan shall be released until full compliance with flood plain ordinance has been demonstrated. \* [Modify and include, as applicable for developments within 100-year flood plain Water Surface Elevation (WSE)] (T&ES)
- 68. Provide detailed computations of the impact of fill in the flood plain on the 100 year Water Surface Elevation (WSE) to the satisfaction of the Director of T&ES. Computations are to include backwater calculations starting at a downstream cross section to an upstream cross section. Computations shall be made by modifying the existing HEC-RAS model, as prepared by the U.S. Army Corps of Engineers, Baltimore District. Proposed fill placement shall not raise the 100 year water surface level at any location along the channel reach more than a maximum of 6 inches as permitted under Floodplain Regulations. (T&ES)

## **OR**

- 69. Furnish specific engineering data and information, in addition to Zoning Ordinance Requirements, as to the effect of the proposed construction on future flood heights. No final site plan shall be released until the applicant has demonstrated that no increase in water surface elevation for the 100-year flood will result due to implementation of this project. Computations are to include backwater calculations starting at a downstream cross section to an upstream cross section. Computations shall be made by modifying the existing HEC-RAS model, as prepared by the U.S. Army Corps of Engineers, Baltimore District. \* (T&ES)

## **M. WASTEWATER / SANITARY SEWERS**

- 70. If applicant pursues a connection to the nearby sanitary sewer owned by Fairfax County then the applicant shall submit a letter of approval for such a connection from Fairfax County. (T&ES)
- 71. Discharge from pool(s) shall be connected to the sanitary sewer. (T&ES)
- 72. The project lies within the Combined Sewer District, therefore, stormwater management and compliance with the City's Chesapeake Bay Program must be coordinated with the City's policy for management of the Combined Sewer District. The applicant shall contribute \$10,000 per residential unit to the City's Sewer Separation Fund. (T&ES)

## **OR**

- 73. The project lies within the Combined Sewer area; therefore, the applicant shall contribute at a rate of \$240,000.00 (2005 dollars with an escalation rate of 4.9% or to the satisfaction of Director, Transportation and Environmental Services) per acre as per the recommendations of Combined Sewer Area Reduction Plan to the City's Combined Sewer Separation Fund. (T&ES) [Work with DEQ for alternatives to contribution. Also, contribution amount needs to be determined for office, retail, or mixed use buildings constructed in the CSO district]

## **N. SOLID WASTE**

- 74. In compliance with Title 5: Transportation and Environmental Services, Section 5-1-2(12b) of the City Charter and Code, the City of Alexandria shall provide solid waste collection services to the condominium portion of the development. All refuse/recycling receptacles shall be placed at the City Right-of-Way. (T&ES)
- 75. In order for the City to provide solid waste service, the development must meet all the minimum street standards. The trash truck must be able to pick up solid waste from private streets without backing up. The containers must be placed inside the units or within an enclosure that completely screens them from view. The developer must purchase the standard containers from the City or provide containers that are compatible with City collection system and approved by the Director of T&ES. (T&ES)
- 76. Where the City of Alexandria provides the solid waste collection services; all refuse/recycling shall be placed at the City Right-of-Way. (T&ES)
- 77. Provide \$1,150 per receptacle to the Director of T&ES for purchase and installation of two (2) receptacles per block face Iron Site Bethesda Series, Model SD-42 decorative black metal trash cans by Victor Stanley. The receptacle(s) shall be placed in the public right of way to serve open space and park sites.

Receptacles shall be generally located along the property frontage and at strategic locations in the vicinity of the site as approved by the Director of T&ES. (T&ES)

**OR**

78. Provide \$1,150 per receptacle to the Director of T&ES for purchase and installation of [a designated quantity] of City standard trash receptacles. Quantity shall be based on evaluation of requirements for the proposed development including food/beverage service, on/off-site consumption of products and capacity of existing receptacles. Receptacles shall be generally located along the property frontage and at strategic locations in the vicinity of the site as approved by the Director of T&ES. (T&ES)

**O. STREETS / TRAFFIC**

79. Preferably a separation of 150', with a minimum of 100' between the beginning of street corner radius and any driveway apron radius shall be maintained on arterial and collector roadways; however, a minimum of 30 feet separation between beginning of street corner radius and any driveway apron radius shall be maintained on residential streets. Additional curb cuts are not recommended since these will impede traffic flow. (T&ES)
80. The setback between the buildings and the drive aisles shall be a minimum of 2' to provide adequate turning movements. The setback shall have a maximum length of 4' or a minimum of 18', if a driveway is provided. (T&ES) [for townhouse developments]
81. If the City's existing public infrastructure is damaged during construction, or patch work required for utility installation then the applicant shall be responsible for construction/ installation or repair of the same as per the City of Alexandria standards and specifications and to the satisfaction of Director, Transportation and Environmental Services. (T&ES)
82. A pre-construction walk/survey of the site shall occur with City staff to document existing conditions prior to any land disturbing activities. (T&ES)
83. Submit a Traffic Control Plan as part of the final site plan, for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging shall be provided for informational purposes. In addition, the Traffic Control Plan, shall be amended as necessary and submitted to the Director of T&ES along with the Building and other Permit Applications as required. The Final Site Plan shall include a statement "FOR INFORMATION ONLY" on the Traffic Control Plan Sheets. (T&ES)
84. Notify prospective buyers, in its marketing materials and homeowner documents, that \_\_\_\_\_ Street is a private street and that storm sewers located within the site are privately owned and maintained.

85. Notify prospective buyers, in its marketing materials and homeowner documents, that the mid-block crossing street is a private street with public access easement and shall not be maintained by the City of Alexandria; and that the sanitary and storm sewers located within the site are private and shall be maintained privately. (T&ES)
86. Mark all private street signs that intersect a public street with a fluorescent green strip to notify the plowing crews, both City and contractor, that they are not to plow those streets. (T&ES)
87. All Traffic Control Device design plans, Work Zone Traffic Control plans, and Traffic Studies shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES) [Include this condition on all plans.]
88. Provide a total turning radius of 25 feet to the satisfaction of Director of T&ES and shall show turning movements of standard vehicles in the parking lot as per the latest AASHTO vehicular guidelines and to the satisfaction of the Director of T&ES. (T&ES)
89. Show turning movements of standard vehicles in the parking structure and/or parking lots. Show turning movements of standard vehicles in the parking garage and also, of tractor with trailer for loading dock. Turning movements shall meet AASHTO vehicular guidelines and shall be to the satisfaction of the Director of T&ES. (T&ES)
90. Provide \$100,000 to the City for installation of traffic signal system along at the intersection of \_\_\_\_\_ and \_\_\_\_\_ Streets. (T&ES)
91. The slope on parking ramp to garage entrance shall not exceed 12 percent. In case the slope varies between 10% and 12% then the applicant shall provide trench drain connected to a storm sewer to eliminate or diminish the possibility of ice forming. (T&ES)
92. Furnish and install two 4" conduits with pull wires, and junction boxes located at a maximum interval of 300' underneath the sidewalks around the perimeter of the site. These conduits shall terminate in an underground junction box at each of the four street corners of the site. The junction box cover shall have the word "TRAFFIC" engraved in it. (T&ES)
93. On- and off-road bicycle facilities as outlined in the City's "Transportation Master Plan" and "Pedestrian and Bicycle Mobility Plan" shall be accommodated in new development. Facilities shall be designed to conform to Virginia Dept. of Transportation "Bicycle Facility Guidelines." (T&ES)
94. All 90 degree parking spaces adjacent to a sidewalk that is less than seven feet must have wheel stops. (T&ES)

**P. UTILITIES**

95. Locate all private utilities outside of the public right-of-way and public utility easements. (T&ES) [Include this condition on all plans.]
96. Underground all secondary utilities serving the site unless otherwise specified in the DSP/DSUP conditions of development. (T&ES)

**Q. SOILS**

97. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments. (T&ES)

**R. WATERSHED, WETLANDS, & RPA's**

98. The project site lies within Four Mile Run Watershed thus stormwater quantity controls shall be designed to demonstrate that post development stormwater runoff does not exceed the existing runoff quantities for the 2-year, 10-year, and 100-year storm events. (T&ES)
99. The project site lies within the Braddock Road West (Timber Branch) Watershed thus stormwater quantity controls shall be designed to demonstrate that post development stormwater runoff does not exceed 90 percent of the existing runoff quantities for both the 2-year and 10-year storm events. (T&ES)
100. The project site lies within the City's Combined Sewer District. Proposed stormwater management and compliance with the City's Chesapeake Bay Program shall be coordinated with City's policy for management of storm water discharge within the Combined Sewer District. (T&ES)
101. The storm water collection system is located within the (Four Mile Run, Potomac River, or Cameron / Holmes Run) watershed. All on-site storm water curb inlets and public curb inlets within 50 feet of the property line shall be duly marked using standard City markers, or to the satisfaction of the Director of T&ES. (T&ES)
102. Project lies entirely within an area described on historical maps as containing marine clays. Construction methodology and erosion and sediment control measures must account for the presence of marine clay or highly erodible soils. (T&ES)
103. Provide documentation regarding the source of onsite wetland delineation and a description of any actions to be taken to minimize and/or mitigate the impact of the development on existing wetlands as required by Article XIII of the City of Alexandria Zoning Ordinance. (T&ES)
104. The project is located within an existing RPA or mapped wetland area, therefore the applicant shall prepare a Water Quality Impact Assessment in accordance with the provisions of Article XIII of the City of Alexandria Zoning Ordinance to the satisfaction of the Director of Transportation and Environmental Services. (T&ES)

105. Mitigate any impacts on water quality of the development by encroachment into and/or destruction of an existing resource protection areas (RPA's) and mapped wetland area by the following methods to the satisfaction of the Director of Transportation and Environmental Services:
- a. Restoring streams subject to historic erosion damage.
  - b. Increasing vegetation onsite and/or performing offsite plantings.
  - c. Contribution to T&ES/DEQ funds to stream restoration / water quality projects.
  - d. These mitigation efforts shall be quantified and tabulated against encroachments as follows:
  - e. Wetlands destruction shall be mitigated at a ratio of 2:1 and offsite at 3:1.
  - f. Resource Protection Area Encroachments shall be mitigated according to the guidelines suggested in the "Riparian Buffers Modification & Mitigation Guidance Manual" by the Chesapeake Bay Local Assistance Department. (T&ES)
106. Water quality impacts shall be mitigated by stream restoration / stabilization equal to the linear distance to that of the linear encroachment into the RPA's on-site. (T&ES)

## **S. BMP FACILITIES**

107. The City of Alexandria's storm water management regulations regarding water quality are two-fold: first, phosphorus removal requirement and second, water quality volume default. Compliance with the phosphorus requirement does not relieve the applicant from the water quality default requirement. The water quality volume determined by the site's proposed impervious area shall be treated in a Best Management Practice (BMP) facility. (T&ES)
108. Provide BMP narrative and complete pre and post development drainage maps that include areas outside that contribute surface runoff from beyond project boundaries to include adequate topographic information, locations of existing and proposed storm drainage systems affected by the development, all proposed BMP's and a completed Worksheet A or B and Worksheet C, as applicable. (T&ES)
109. The storm water Best Management Practices (BMPs) required for this project shall be constructed and installed under the direct supervision of the design professional or his designated representative. Prior to release of the performance bond, the design professional shall submit a written certification to the Director of T&ES that the BMPs are:
- a. Constructed and installed as designed and in accordance with the approved Final Site Plan.



- b. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized. \*\*\*\* (T&ES)
- 110. Surface-installed storm water Best Management Practice (BMP) measures, i.e. Bio-Retention Filters, Vegetated Swales, etc. that are employed for this site, require installation of descriptive signage to the satisfaction of the Director of T&ES. (T&ES)
- 111. Submit two originals of the storm water quality BMP Maintenance Agreement with the City to be reviewed as part of the Final #2 Plan. The agreement must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the final site plan.\* (T&ES)

**OR**

- 112. Submit two originals of the storm water quality BMP and Stormwater Detention Facilities Maintenance Agreement with the City to be reviewed as part of the Final #2 Plan. The agreement must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the final site plan.\* (T&ES)
- 113. The Applicant shall be responsible for maintaining storm water Best Management Practices (BMPs) until activation of the homeowner's association (HOA), if applicable, or until sale to a private owner. Prior to transferring maintenance responsibility for the BMPs to the HOA or owner, the Applicant shall execute a maintenance service contract with a qualified private contractor for a minimum of three years, and transfer the contract to the HOA or owner. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the maintenance contract shall be submitted to the City. \*\*\*\*(T&ES)
- 114. If units will be sold as individual units and a homeowner's association (HOA) established the following two conditions shall apply:
  - a. The Applicant shall furnish the Homeowner's Association with an Owners Operation and Maintenance Manual for all Best Management Practices (BMPs) used on site. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements including any mechanical or electrical equipment; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City.
  - b. The Developer shall furnish each home purchaser with a brochure describing the storm water BMP(s) installed on the site, outlining the responsibilities of the homeowners and the Homeowners Association (HOA) with respect to maintenance requirements. Upon activation of the HOA, the Developer shall furnish five

copies of the brochure per unit to the HOA for distribution to subsequent homeowners.

Otherwise the following condition applies:

- c. The Developer shall furnish the owners with an Owner's Operation and Maintenance Manual for all Best Management Practices (BMPs) on the project. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements including mechanical or electrical equipment; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. (T&ES)
115. **NON\_RESIDENTIAL – RETAIL/OFFICE CONDITION:** The Applicant/Owner shall be responsible for installing and maintaining storm water Best Management Practices (BMPs). The Applicant/Owner shall execute a maintenance service contract with a qualified private contractor for a minimum of three years and develop an Owner's Operation and Maintenance Manual for all Best Management Practices (BMPs) on the project. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements including mechanical or electrical equipment; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the maintenance contract shall be submitted to the City. \*\*\*\*(T&ES)
116. Submit a copy of the Operation and Maintenance Manual to the Office of Environmental Quality on digital media prior to release of the performance bond. \*\*\*\*(T&ES)
117. Prior to release of the performance bond, the Applicant is required to submit a certification by a qualified professional to the satisfaction of the Director of T&ES that any existing storm water management facilities adjacent to the project and associated conveyance systems were not adversely affected by construction operations and that they are functioning as designed and are unaffected by construction activities. If maintenance of the facility or systems were required in order to make this certification, provide a description of the maintenance measures performed. \*\*\*\*(T&ES)

## **T. CONTAMINATED LAND**

118. Indicate whether or not there is any known soil and groundwater contamination present as required with all preliminary submissions. Should any unanticipated contamination, underground storage tanks, drums or containers be encountered at the site, the Applicant must immediately notify the City of Alexandria

119. Design and install a vapor barrier and ventilation system for buildings and parking areas in order to prevent the migration or accumulation of methane or other gases, or conduct a study and provide a report signed by a professional engineer showing that such measures are not required to the satisfaction of Directors of T&ES and Code Administration. [Due to historic uses at the site, the proximity to a historic landfill and the potential for contamination.](T&ES)
120. The final site plan shall not be released, and no construction activity shall take place until the following has been submitted and approved by the Director of T&ES:
  - a. Submit a Site Characterization Report/Extent of Contamination Study detailing the location, applicable contaminants, and the estimated quantity of any contaminated soils and/or groundwater at or in the immediate vicinity of the site.
  - b. Submit a Risk Assessment indicating any risks associated with the contamination.
  - c. Submit a Remediation Plan detailing how any contaminated soils and/or groundwater will be dealt with, including plans to remediate utility corridors. Utility corridors in contaminated soil shall be over excavated by 2 feet and backfilled with "clean" soil.
  - d. Submit a Health and Safety Plan indicating measures to be taken during remediation and/or construction activities to minimize the potential risks to workers, the neighborhood, and the environment.
  - e. The applicant shall screen for PCBs as part of the site characterization to comply with the City's Department of Conservation and Recreation Municipal Separate Storm Sewer (MS4) permit. [Internal Note: Required for MS4 permit compliance for VDEQ identified high risk category sites for potential sources of residual PCBs, which includes the following SICs: 26&27 (Paper and Allied Products), 30 (Rubber and Misc. Plastics), 33 (Primary Metal Industries), 34 (Fabricated Metal Products), 37 (Transportation Equipment), 49 (Electrical, Gas, and Sanitary Services), 5093 (Scrap Metal Recycling), and 1221&1222 (Bituminous Coal).]
  - f. Applicant shall submit 5 copies of the above. The remediation plan must be included in the Final Site Plan. \* (T&ES)
121. The applicant or its agent shall furnish each prospective buyer with a statement disclosing the prior history of the SITE NAME ? Cameron Station site, including previous environmental conditions and on-going remediation measures. Disclosures shall be made to the satisfaction of the Director of Transportation and Environmental Services. (T&ES)

## U. NOISE

122. Prepare a noise study identifying the levels of noise residents of the project will be exposed to at the present time, and 10 years into the future in a manner consistent with the Noise Guidance Book used by the Department of Housing and Urban Development (HUD). Identify options to minimize noise exposure to future residents at the site, particularly in those units closest to the interstate highway, railroad tracks and airport traffic, including triple-glazing for windows, additional wall/roofing insulation, installation of resilient channels between interior gypsum board and wall studs, installation of a berm or sound wall and any other special construction methods to reduce sound transmission. If needed, the applicant shall install some combination of the above to the satisfaction of the Directors of P&Z and T&ES. (T&ES) [Due to close proximity of the site to the interstate highway, railroad tracks and airport traffic.]
123. The noise study shall be submitted and approved prior to final site plan approval.\* (T&ES)
124. Present a disclosure statement to potential buyers disclosing the following to the satisfaction of the Director of P&Z and the City Attorney:
  - a. That heavy industrial uses, the City Waste-To-Energy Plant, the Police Firing Range, Metrorail tracks and other railway operations are located within the immediate vicinity of the project, are permitted to continue indefinitely, and will generate truck traffic, including empty garbage trucks emanating odors, on the public streets surrounding the project.
  - b. That Eisenhower Avenue is a major four-lane arterial and that future traffic is expected to increase significantly as development along Eisenhower Avenue continues. (P&Z)(T&ES)
125. All exterior loudspeakers shall be prohibited and no amplified sound shall be audible at the property line. (T&ES)
126. If a restaurant use is proposed, the use of loudspeakers or musicians outside is prohibited. (T&ES)

## **V. AIR POLLUTION**

127. If fireplaces are utilized in the development, the Applicant is required to install gas fireplaces to reduce air pollution and odors. Animal screens must be installed on chimneys. (T&ES)
128. Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into any street, alley, or storm sewer. (T&ES)
129. No material may be disposed of by venting into the atmosphere. (T&ES)
130. No paint or coatings shall be applied outside the paint spray booth. (T&ES)

- 131. Control odors and any other air pollution sources resulting from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Director of Transportation and Environmental Services. (T&ES)
- 132. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)

## **W. AUTOMOTIVE**

- 133. Car wash facilities must be equipped with a water recycling system. The building official shall approve such a system. Any car washing activity must drain to the sanitary sewer system with prior approval from ASA, or be covered by a VPDES permit for discharge into the storm sewer. (T&ES)
- 134. Provide a plan that shows the method of connection for the discharge of vehicle wash to an approved sanitary sewer system and proper disposal of rainwater to the storm sewer system. In case the applicant chooses to install commercial car washing equipment, such equipment shall be equipped with a water recycling system approved by the building official. (T&ES)
- 135. All waste products including but not limited to organic compounds (solvents), motor oil, compressor lubricant and antifreeze shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers or be discharged onto the ground. (T&ES)
- 136. Comply with the City of Alexandria Best Management practices manual for automotive related industries. A copy can be obtained by contacting the Division of Environmental Quality at 703-838-4334. (T&ES)

## **X. CONTRIBUTIONS:**

- 137. Contribute insert amount towards \_\_\_\_ fund within \_\_\_\_ time frame. All checks shall be made payable to the City of Alexandria and submitted to the Department of P&Z with a cover letter citing the project name, contribution amount, and the condition being fulfilled. (P&Z)
- 138. Provide \$1.50 per gross square foot for the King Street Improvement Fund or Eisenhower Improvement Fund, where applicable. (T&ES)(P&Z)

## **Y. ARCHAEOLOGY:**

- 139. Hire an archaeological consultant to complete a Documentary Study and an Archaeological Evaluation. If significant resources are discovered, the consultant shall complete a Resource Management Plan, as outlined in the City of Alexandria Archaeological Standards. Preservation measures presented in the Resource Management Plan, as approved by the City Archaeologist, will be implemented. (Archaeology)

140. Archaeological monitoring and/or excavation shall be required in concert with construction activities. The final site plan shall include an Archaeological Resource Management Plan sheet that:
- a. Shows locations of significant resources;
  - b. Indicates where archaeological monitoring and/or additional archaeological excavation shall occur in concert with construction activities; and
  - c. Delineates areas where archaeological resources shall be protected and/or interpreted. (Archaeology)
141. Final site plan sheets that involve ground disturbance shall also indicate locations of significant resources to be preserved and methods for their protection. (Archaeology)
142. The Final Site Plan, Grading Plan, or any other permits involving ground disturbing activities (such as coring, grading, filling, vegetation removal, undergrounding utilities, pile driving, landscaping and other excavations as defined in Section 2-151 of the Zoning Ordinance) shall not be released until the City archaeologist confirms that all archaeological field work has been completed or that an approved Resource Management Plan is in place to recover significant resources in concert with construction activities. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.\* (Archaeology)
143. Call Alexandria Archaeology (703/838-4399) two weeks before the starting date of any ground disturbance so that an inspection or monitoring schedule for city archaeologists can be arranged. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities. (Archaeology)
144. Call Alexandria Archaeology immediately (703-838-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities. (Archaeology)
145. The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. (Archaeology)
146. Certificates of Occupancy shall not be issued for this property until interpretive elements have been constructed, interpretive markers have been erected, and the final archaeological report has been received and approved by the City Archaeologist.\*\*\* (Archaeology)

#### **CITY DEPARTMENT CODE COMMENTS**

Legend: C - Code Requirement R - Recommendation S - Suggestion F – Finding

## **Planning and Zoning**

- R-1 For all first floor bays with a street-facing door providing their primary access, please coordinate with the Geographic Information Systems (GIS) Division for address assignments at tenant fit out. These uses are not permitted to use the primary building address as their address. Please contact the Addressing Coordinator in the GIS Division (703-838-4884) as each new tenant is determined, and an appropriate address based on the location of the primary entrance door of the new space will be assigned.

## **Transportation and Environmental Services**

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

storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES) [Include this condition on all plans.]

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



utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities.

- F-11 The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition.
- F-12 Dimensions of parking spaces, aisle widths, etc. within the parking garage shall be provided on the plan. Note that dimensions shall not include column widths.
- F-13 The applicant shall provide a transportation study that examines the impacts of proposed development on pedestrian, transit and vehicular traffic.
- F-14 Show the drainage divide areas on the grading plan or on a sheet showing reasonable information on topography along with the structures where each sub-area drains.
- F-15 Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES) [Include this condition on all plans.]
- F-16 All the existing and proposed public and private utilities and easements shall be shown on the plan and a descriptive narration of various utilities shall be provided. (T&ES)
- F-17 The Traffic Control Plan shall replicate the existing vehicular and pedestrian routes as nearly as practical and the pedestrian pathway shall not be severed or moved for non-construction activities such as parking for vehicles or the storage of materials or equipment. Proposed traffic control plans shall provide continual, safe and accessible pedestrian pathways for the duration of the project. (T&ES)
- C-1 Per the requirements of the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development storm water flow from the site is reduced from the pre-development flow. The Plan shall demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES)
- C-2 Per the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, the applicant shall comply with the peak flow requirements and prepare a Stormwater Management Plan so that from the site, the post-development peak runoff rate from a two-year storm and a ten-year storm, considered individually, shall not exceed their respective predevelopment rates. If combined uncontrolled and controlled stormwater outfall is proposed, the peak flow requirements of the Zoning Ordinance shall be met. If the project site lies within the Braddock-West watershed then the applicant shall provide an additional 10% storage of the pre-development flows in this watershed to meet detention requirements. (T&ES)

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- C-3 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer per the requirements of Memorandum to the industry on Downspouts, Foundation Drains, and Sump Pumps, Dated June 18, 2004 that is available on the City of Alexandria's web site. The downspouts and sump pump discharges shall be piped to the storm sewer outfall, where applicable after treating for water quality as per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). (T&ES)
- C-4 In compliance with the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a sanitary sewer adequate outfall analysis as per the requirements of Memorandum to Industry No. 02-07 New Sanitary Sewer Connection and Adequate Outfall Analysis dated June 1, 2007. (T&ES)
- C-5 In the event that Section 5-1-2(12b) of the City Charter and Code is amended to designate multi-family dwellings in general, or multi-family dwellings when so provided by SUP, as Required User Property [as defined in 5-1-2(12b) of the City Charter and Code], then refuse collection shall be provided by the City for the condominium portion of this plan. (T&ES)
- C-6 Americans with Disability Act (ADA) ramps shall comply with the requirements of Memorandum to Industry No. 03-07 on Accessible Curb Ramps dated August 2, 2007 with truncated domes on the end of the ramp with contrasting color from the rest of the ramp. A copy of this Memorandum is available on the City of Alexandria website. (T&ES)
- C-7 The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines", or to the satisfaction of the Director of Transportation & Environmental Services. The plan shall show the turning movements of a trash truck and the trash truck shall not back up to collect trash. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: [www.alexandriava.gov](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
- C-8 The applicant shall be responsible to deliver the solid waste, as defined by the City Charter and Code of the City of Alexandria, to the Covanta Energy Waste Facility located at 5301 Eisenhower Avenue. A note to that effect shall be included on the plan. The developer further agrees to stipulate in any future lease or property sales agreement that all tenants and/or property owners shall also comply with this requirement. (T&ES)
- C-9 The applicants will be required to submit a Recycling Implementation Plan form to the Solid Waste Division, as outlined in Article H to Title 5 (Ordinance Number 4438), which requires all commercial properties to recycle.
- C-10 All private streets and alleys shall comply with the City's Minimum Standards for Private Streets and Alleys. (T&ES)
- C-11 Bond for the public improvements must be posted prior to release of the site plan.\*

- C-12 The sewer tap fee must be paid prior to release of the site plan.\*
- C-13 All easements and/or dedications must be recorded prior to release of the site plan.\*
- C-14 Plans and profiles of utilities and roads in public easements and/or public Right of Way must be approved prior to release of the plan.\*
- C-15 Provide a phased erosion and sediment control plan consistent with grading and construction plan.
- C-16 Per the Memorandum to Industry, dated July 20, 2005, the applicant is advised regarding a requirement that applicants provide as-built sewer data as part of the final as-built process. Upon consultation with engineering firms, it has been determined that initial site survey work and plans will need to be prepared using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Control points/Benchmarks which were used to establish these coordinates should be referenced on the plans. To insure that this requirement is achieved, the applicant is requested to prepare plans in this format including initial site survey work if necessary.
- C-17 The thickness of sub-base, base, and wearing course shall be designed using "California Method" as set forth on page 3-76 of the second edition of a book entitled, "Data Book for Civil Engineers, Volume One, Design" written by Elwyn E. Seelye. Values of California Bearing Ratios used in the design shall be determined by field and/or laboratory tests. An alternate pavement section for Emergency Vehicle Easements (EVE) to support H-20 loading designed using California Bearing Ratio (CBR) determined through geotechnical investigation and using Virginia Department of Transportation (VDOT) method (Vaswani Method) and standard material specifications designed to the satisfaction of the Director of Transportation and Environmental Services (T&ES) will be acceptable. (T&ES)
- C-18 All pedestrian, traffic, and way finding signage shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition to the satisfaction of the Director of T&ES. (T&ES)
- C-19 No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travelways unless otherwise permitted by the City Code.
- C-20 All driveway entrances, curbing, etc. in the public ROW or abutting public ROW shall meet City design standards. (T&ES)
- C-21 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)

**Code Administration:**

- R- An automatic sprinkler system is recommended. (Code)
- R- Removal of the existing addition may create an unsatisfactory exposure condition for the wall of the building located on the adjacent interior lot line. It is recommended that the owner of that property be informed. (Code)
- R- It is recommended that the owner present a notarized affidavit to the Building Official stating when (to his best knowledge) the current usage was established. (Code)
- R- For firefighting reasons it is recommended that all stairs extend thru the roof so that door access to the roof is provided. (Code)
- R- In lieu of strict compliance with ladder truck access requirements specified in item C-\_, an alternative compliance proposal is recommended. The proposed massing, articulation of the facade and placement on the lot would be acceptable if the following fire protection and fire fighting features were built into the buildings.
- a. Enclose all elevator lobbies in smoke tight construction
  - b. Stair capacity to be designed without taking the sprinklered building exception.
  - c. Fire phones installed on every level in the elevator lobby and the stairs.
  - d. Knock out panels that have an area of 20 feet for every 50 lineal feet of building perimeter.
  - e. Full automatic sprinkler system designed to NFPA 13. (Code)

## **Police**

### **Parking Garage Recommendations**

- R- It is recommended that the section of the underground garage dedicated to the residents is gated off from the retail section and is controlled by electronic means. This should help alleviate unwanted persons tampering with resident's vehicles and other crimes.
- R- It is recommended that the doors in the garage (garage level only) leading into the stairwell have controlled electronic access.
- R- Only residents with proper electronic access cards should be able to enter into the stairwells from the underground parking garage. This makes the stairwells safer for residents.
- R- The controlled electronic access should not interfere with the emergency push-bar release located on the inside of the stairwell door that allows for emergency exit of the building.

### **Landscape Recommendations**

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- R- The proposed shrubbery should have a natural growth height of no more than 2 ½ to 3 feet with a maximum height of 36 inches when it matures and should not hinder the unobstructed view of patrolling law enforcement vehicles.

#### Parks

- R- It is recommended that the applicant choose a style bench that has an armrest in the middle of the bench to deter unwanted sleeping and skateboarding on the benches.

#### Miscellaneous

- R- It is recommended that the buildings have an address number which is contrasting in color to the background, at least 3 inches high, reflective, and visible from the street placed on the front and back of each home. It is strongly suggested that no brass or gold colored numbers are used. This aids in a timely response from emergency personnel should they be needed.
- R- It is recommended that all of the ground floor level windows be equipped with a device or hardware that allows windows to be secured in a partially open position. This is to negate a "breaking and entering" when the windows are open for air.
- R- It is recommended that a "door-viewer" (commonly known as a peep-hole) be installed on all doors on the ground level that lead directly into an apartment. This is for the security of the occupant.

#### Archaeology

- F-1 If this project is a federal undertaking or involves the use of any federal funding, the applicant shall comply with federal preservation laws, in particular Section 106 of the National Historic Preservation Act of 1966. The applicant will coordinate with the Virginia Department of Historic Resources and the federal agency involved in the project, as well as with Alexandria Archaeology.
- C- All required archaeological preservation measures shall be completed in compliance with Section 11-411 of the Zoning Ordinance.

Asterisks denote the following:

- \* Condition must be fulfilled prior to release of the final site plan
- \*\* Condition must be fulfilled prior to release of the building permit
- \*\*\* Condition must be fulfilled prior to release of the certificate of occupancy
- \*\*\*\* Condition must be fulfilled prior to release of the bond

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