



Docket Item #7
Development Special Use Permit with Site Plan
#2007-0025
Marriot Springhill Suites

Application	General Data	
Project Name: Marriott Springhill Suites	PC Hearing:	November 6, 2008
	CC Hearing:	November 15, 2008
	If approved, DSUP Expiration:	May 15, 2010 (18 months)
	Plan Acreage:	2.04 acres
Location: 2950 Eisenhower Avenue	Zone:	OCM (100)
	Proposed Use:	Hotel
	Dwelling Units:	N/A
	Gross Floor Area:	107,869 SF
Applicant/Address: Marriott International, Inc. by Duncan Blair, attorney 10400 Fernwood Road Bethesda, MD 20817	Small Area Plan:	King St Metro/Eisenhower Ave
	Historic District:	N/A
	Green Building:	Achieving points toward LEED Certification

Purpose of Application

Development of a 152-room Marriott Springhill Suites Hotel on the last remaining vacant lot in the Alexandria Tech Center.

- Special Use Permits and Modifications Requested:**
1. Special Use Permit to construct and operate a hotel within the OCM (100) zone.
 2. Special Use Permit to reduce the number of required loading spaces.
 3. Modification from the requirements of the Landscape Guidelines to reduce the size of two landscape islands in the surface parking lot.

Staff Recommendation: APPROVAL WITH CONDITIONS

Staff Reviewers: Patricia Escher, AICP and Jessica Ryan, AICP

PLANNING COMMISSION ACTION, NOVEMBER 6, 2008: On a motion by Mr. Jennings, seconded by Ms. Fossum, the Planning Commission voted to recommend approval of DSUP #2007-0025, subject to compliance with all applicable codes, ordinances, staff recommendations and conditions as amended. The Planning Commission added condition 55, which stated: "Prior to the issuance of a certificate of occupancy for the hotel, the owner shall submit to the Emergency Management Office of the City's Fire and EMS Department an Emergency Management Plan for Natural Disasters and Fire Emergency." The motion carried on a vote of 6

to 0, with Chairman Wagner absent.

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

Speakers:

Duncan Blair, attorney representing the applicant, Marriot International, spoke in favor of the proposal.



I. EXECUTIVE SUMMARY

A. Recommendation

Due to the substantial public benefits associated with this project, staff recommends **approval** of the development special use permit with site plan and modifications subject to compliance with the attached recommendations.

Specific issues addressed in the staff recommendations that should be noted include: 1.) approval to reduce the number of required loading spaces from six spaces to one space, 2.) modification from the requirements of the City's Landscape Guidelines to reduce the size of two landscape islands in the surface parking lot, 3.) use of StoCreativ Granite as an exterior building material, and 4.) a requirement for the project to achieve a minimum of 26 LEED Points.

B. Project Description

Marriott International, Inc has submitted a development proposal for the last remaining vacant lot in the Alexandria Tech Center development. The applicant proposes to construct a 5-story hotel with one level of podium parking and a surface parking lot. The proposed hotel, a Marriott Springhill Suites, includes 152 rooms and proposes amenities such as an indoor swimming pool, a lounge area, a small conference room, an exercise room and an outdoor terrace. With this proposal, the applicant requests approval of the following:

- Development special use permit, with site plan and modifications to construct and operate a Marriott Springhill Suites hotel within the OCM (100) zone;
- Special use permit approval to reduce the number of required loading spaces from six spaces to one space; and
- Modification from the requirements of section 11-410 (CC), the City's Landscape Guidelines to reduce the size of two landscape islands in the surface parking lot.

Staff believes that the proposal is consistent with the City's plans and policies and provides the following public benefits:

- Provides an enhanced gateway to the Alexandria Tech Center and the Eisenhower Valley with an open space plaza and interesting building design;
- Incorporates sustainable site design and building techniques;
- Expands the City's commercial tax base;
- Creates new jobs and resulting taxes; and
- Provides opportunity for additional guests to visit the City.

While many public benefits are associated with the proposed hotel, the use of StoCreativ Granite as a primary building material presented a significant challenge for staff. StoCreativ Granite is an acrylic-based synthetic stucco finish enhanced with fragments of stone, which is spray-applied to exterior walls. Staff does not typically support synthetic building materials, and in

many development cases requires solid masonry materials such as precast, stone and brick. However, by incorporating high quality materials, such as metal and glass in strategic locations, as well as requesting details of the proposed StoCreativ Granite prior to installation, the overall building design was significantly improved.

II. IMPACT/BENEFIT CHART

IMPACT / BENEFIT	COMMENTS
Consistency with the King Street Metro / Eisenhower Avenue Small Area Plan	<ul style="list-style-type: none"> ▪ Encourage mixture of uses, including hotels ▪ Encourage a variety of building heights compatible with City landmarks and vistas
Use	<ul style="list-style-type: none"> ▪ Hotel – 152 rooms
Open Space	<ul style="list-style-type: none"> ▪ 36,355 sq.ft. (0.84 acre) or 41%
Pedestrian	<ul style="list-style-type: none"> ▪ Street trees, ornamental trees and high quality landscaping offer enhanced streetscape along Eisenhower Avenue; ▪ Triangular open space plaza at the northwestern corner of the site; and ▪ Most active uses, including outdoor terrace, visible from Eisenhower Avenue
Building Compatibility	<ul style="list-style-type: none"> ▪ The hotel is compatible with the existing mixed commercial uses within the Tech Center
Traffic / Transit	<ul style="list-style-type: none"> ▪ Participation in existing Tech Center TMP; and ▪ Shuttle service to Eisenhower Avenue Metro Station
Parking	<ul style="list-style-type: none"> ▪ Providing 102 on-site parking spaces and 61 off-site spaces
Fiscal	<ul style="list-style-type: none"> ▪ Approximately \$1.1 million in tax revenue the first year of operation, increasing to \$1.5 million in the tenth year ▪ Approximately \$13 million in tax revenue over the next decade
Environment	<ul style="list-style-type: none"> ▪ Use of sustainable site design and building techniques; and ▪ No additional impermeable surfaces in Resource Protection Area buffer

III. BACKGROUND

A. Site Context

The proposed development is located within the 13.82-acre Alexandria Tech Center development; located at 2700-2960 Eisenhower Avenue. The Tech Center is bordered by Eisenhower Avenue to the north, Telegraph Road to the east, the Capital Beltway to the south, and Cameron Run to the west. The site is located in the northwestern corner of the Tech Center, adjacent to Cameron Run. The Washington Metropolitan Area Transit (WMATA) rail yard and the Commonwealth of Virginia's staging area for the Woodrow Wilson Bridge construction are located north of the site, across Eisenhower Avenue.

The Tech Center is zoned Office Commercial Medium (OCM) 100 and was approved as a development in the 1980's. The development has built out over the past two decades with a mixture of commercial uses such as office buildings, a hotel, an educational institution, and several financial institutions. The buildings range in size from 14,000 sq. ft. to 120,000 sq. ft. with varying heights of 1 to 8 stories. The development is proposed on the only remaining vacant lot in the Tech Center, which currently serves as a surface parking lot with a combination of asphalt and gravel surfaces.

Due to the close proximity to Cameron Run, the site has an unusual lot configuration, forming a triangular shape along the western portion of the site. The unique lot shape and the Resource Protection Area (RPA) adjacent to Cameron Run limit development to the eastern, more rectangular portion of the site. The stream runs adjacent to Eisenhower Avenue for nearly two miles; precluding any development along the avenue's south side. This condition creates visual prominence for the lot and provides an opportunity to create a well-designed "gateway" into the Tech Center and the Eisenhower Valley.

B. Site History

In 1998, a development special use permit (DSUP 98-0007) and a transportation management plan (TMP) were approved to allow the construction of three office buildings on the remaining portion of the Tech Center with a total of 252,300 sq. ft. of office space and 768 parking spaces. The development special use permit was amended in 1999 (DSUP99-0016) to replace one of the office buildings previously approved with a parking structure, reduce the remaining office space by approximately 2,000 sq. ft. and reduce the total number of parking spaces to 658. In 2003, (DSUP2003-0039) the existing DSUP was amended to reduce the amount of allowable floor area, reduce the building height to 82 feet along Eisenhower Avenue and increase the number of parking spaces to 768 spaces, the number previously approved in 1998. The Tech Center includes nine existing buildings, as described in Table 1.

Table 1: Alexandria Tech Center Existing Built Development

<u>Building</u>	<u>Floor Area (sq. ft.)</u>	<u>Parking Provided</u>
Marriot Courtyard Hotel	98,242	125 spaces
Strayer College/ATC 1	41,775	102 spaces
ATC Plaza	14,867	72 spaces
ACT II	45,918	102 spaces
Akridge/Statoil	120,000	264 spaces
ATC III	61,224	137 spaces
ATC IV	77,154	149 spaces
ATC V	74,926	285 spaces
Parking Structure	NA	305 spaces
Total	534,106	1,541 spaces

IV. PROJECT DESCRIPTION

The applicant is requesting approval to construct a 152-room Marriott Springhill Suites hotel with an indoor pool, exercise room, conference room, lounge area and an outdoor terrace. The hotel includes 44 podium parking spaces on the ground level with guest rooms and other hotel amenities occupying the remaining five floors. In addition to the podium parking spaces, the applicant also proposes a surface parking lot with 58 spaces. The proposed hotel and surface parking lot are primarily accessible from an existing private drive aisle located off of Eisenhower Avenue and immediately east of Cameron Run.

The second floor of the proposed hotel serves as the main level, with a check-in area, a lounge and dining area, a 600 sq. ft. conference room, an indoor pool and an exercise room. Limited food service, including a continental guest breakfast and a small “market” for the purchase of snacks and beverages are also proposed on the main level. The remaining floors are occupied by guest rooms, linen storage, and small vending areas.

The applicant worked with staff to relocate the lounge and dining area to the western portion of the building to take advantage of the unobstructed views of Cameron Run. The applicant also designed a small outdoor terrace at the northwestern corner of the building for guests to enjoy the views to the stream.

The “Springhill Suites” prototype is geared toward the younger business traveler; providing less expensive, larger rooms with a work space, a seating area and internet access. The proposed hotel consists of 106 king suites and 46 double queen suites. It is anticipated that approximately 110 rooms per day will be occupied with one patron per room. While the majority of the rooms are anticipated to have single occupancy, the double queen rooms provide some flexibility.

The applicant also anticipates that the hotel will employ approximately 35 employees on a full or part time basis. While the hotel will be staffed 24 hours a day, seven days a week, it is anticipated that the greatest number of employees (approximately 24) will staff the hotel between the hours of 8:00 a.m. and 4:30 p.m.

In addition to the request for development special use permit approval to construct and operate a hotel in the OCM (100) zone, the applicant also requests approval to reduce the number of required loading spaces. Section 8-200 of the Zoning Ordinance requires at least one off-street loading space for each 20,000 sq. ft. of floor area for hotels; thus 6 loading spaces are required for the proposed hotel. The applicant requests approval to provide 1 on-site loading space.

The applicant requests approval of a modification from the requirements of section 11-410 (CC), the City’s Landscape Guidelines, as discussed in further detail in the staff analysis section of the report. Due to the site constraints and the quality of landscape improvements provided elsewhere on the site, the applicant requests approval of a modification.

V. ZONING

The zoning characteristics of the proposed development are summarized in Table 2.

Table 2: Marriott Springhill Suites Zoning

<u>Marriott Springhill Suites</u>		
Property	2950 Eisenhower Avenue	
Address:	Tax Map # 071.04-02-14	
Total Site Area:	2.04 acres or 88,860 sq. ft.	
Zone:	OCM (100)	
Current Use:	Vacant Land	
Proposed Use:	Hotel	
	<u>Permitted/Required</u>	<u>Proposed</u>
FAR:	1.5	1.11
Height:	82’ feet *	Maximum of 82 feet
Buffer:	100 feet from RPA	73.3 feet from RPA**
Setbacks:	N/A	

Front	N/A	13.4 feet
Side	N/A	23 feet and 73.3 feet
Rear	N/A	79 feet
Parking:	163 spaces (1 per room plus 1 per 15) rooms for employees)	163 spaces (102 on-site and 61 off-site)
Loading spaces:	6 spaces	1 space***

*SAP recommended

** Distance “grandfathered” with original subdivision

*** Parking reduction for required loading spaces requested

VI. STAFF ANALYSIS

A. *Consistency with the City’s Plans and Policies*

The proposed hotel is consistent with many of the City’s adopted plans and policies, including the Strategic Plan, the Economic Sustainability Report and the King Street Metro Station/Eisenhower Avenue Small Area Plan. These plans identify the following principles, goals, and objectives:

- Protect the natural environment;
- Improve the appearance of gateways;
- Achieve a balance between the residential and commercial real estate tax base;
- Increase job opportunities at various income levels; and
- Encourage mixed-use, transit-oriented development.

The proposed hotel is a commercial use which adds to the mixture of uses currently located within the Alexandria Tech Center development. In addition to expanding the City’s commercial tax base, the proposed hotel provides employment opportunities. The applicant worked with staff to create a building and site design which protects the Cameron Run resource protection area and enhances the gateway to the Tech Center and the Eisenhower Valley.

B. *Building*

A significant concern for staff with the proposed building is the use of StoCreativ Granite – a synthetic stucco finish enhanced with fragments of stone – as a primary material on the building’s façade. Typically, staff does not support the use of synthetic building materials, particularly on a building of this scale. However, in this case, staff considered a number of additional factors: 1.) the City’s desire to attract commercial uses and diversify the economic tax base; 2.) the applicant’s budgetary constraints and Marriott Springhill Suites Performance Standards; and 3.) the successful use of this material on other projects in the Washington metropolitan area. Given these considerations, staff has concluded that the use of StoCreativ Granite as a primary material is necessary in this case and recommends approval with certain conditions as noted in the staff recommendations.

To effectively evaluate the use of StoCreativ Granite, staff visited three facilities in the Washington metropolitan region designed with StoCreativ Granite. Through these site visits, staff determined that the visual appearance of StoCreativ Granite depended largely on the scoring of the material, the size and color of the stone fragments used, and the installation of the material. With attention to detail in both the selection and installation of the StoCreativ Granite, particularly requiring precise joints to reflect the joints present in masonry materials, staff supports the use of StoCreativ Granite in this case. To ensure proper selection and installation, staff has included recommendations requiring the submission of a materials board and site inspections during installation.

To enhance the overall building design, the applicant worked with staff to incorporate higher quality materials in strategic locations, such as the northwestern corner of the building. These materials, including stone, glass and metal, help to reduce the perceived building mass and scale, as well as relate to other buildings in the Tech Center, primarily the Pentagon Federal Credit Union, located immediately east of the proposed hotel.

To further reduce the perceived scale from Eisenhower Avenue, the proposed building is broken into two segments. The main portion of the building consists of 2-room bay elements and is a composition of horizontal forms, a portion of which projects from the primary façade of the building with a contrasting color of StoCreativ Granite. The projected building form is highlighted with horizontal bands of metal which return to bands of color at the primary building façade. A line of gridded windows at the building base continues the horizontal pattern. The back-to-back grouping of hotel rooms and windows is used to create an overall vertical proportion to the fenestration of an otherwise horizontal building form.

The main building transitions to a secondary segment with a vertical break created by a slender metal fin. The secondary portion of the building, designed as a gateway to the Tech Center and the Eisenhower Valley, is given prominence by the addition of a 2-story stone base and vertical as well as horizontal metal bands, which recall the long, thin geometry of the building and the thin concrete elements that articulate the façade of the Pentagon Federal Credit Union.



Figure 1: Perspective View from Eisenhower Avenue

C. Green Building

Consistent with the City's policy to incorporate sustainable design techniques in new development, the applicant's design team includes a Leadership in Energy and Environmental Design Accredited Professional (LEED-AP). The applicant has agreed to integrate sustainable site design and building techniques in the development, but has not agreed to pursue LEED Certification for new construction.

Staff feels strongly that the applicant should, at a minimum, achieve 26 points toward certification. In recent months, many of the development cases presented to Planning Commission and City Council have had a goal of attaining certification, including the Alexandria Animal Hospital, Braddock Gateway, the Dash Bus and Maintenance Facility, Payne Street and PNC Bank. To ensure consistency with the City's policy, staff has included a recommendation requiring the applicant to achieve 26 points toward LEED Certification.

D. Resource Protection Area (RPA) and Open Space

The site includes a resource protection area (RPA) buffer, which was established with the approval of DSUP 99-0016 and measured from the gabion toe (lowest gabion edge) of Cameron Run. With the DSUP approval, it was acknowledged that there was existing impervious material within the new boundary of the RPA. While not an ideal situation, it was determined that this encroachment into the buffer was "grandfathered" and any new development proposal may reconfigure the impervious material but not increase the amount of impermeable surface within the RPA. In addition, staff recommended the elimination of an additional curb cut along Eisenhower Avenue and supported the western curb cut located within the RPA. The current proposal continues to use the previously approved drive aisle and does not increase the amount of impervious material within the RPA.

As previously discussed, the RPA buffer provides a unique opportunity to create an elegant entry feature into the Tech Center and the Eisenhower Valley. The applicant has committed to provide native landscaping within the RPA to further enhance its function as well as its beauty. During the course of the development review, the applicant and staff refined landscape design by eliminating previously proposed parking that was highly visible from Eisenhower Avenue and developed a conceptual design that accentuates the distinctive triangular configuration and the horizontal features inherent in the building design. The applicant and staff will continue to work on the landscape design to create a high quality landscape design that will extend along Eisenhower Avenue, soften the base of the building façade and augment the gateway nature of the proposed development.

E. Floodplain

In June 2006, this portion of the City and Fairfax County were significantly affected by a major flood event. The storm event closed several Metro stations and the Capital Beltway as well as flooded the Tech Center and numerous homes in the Huntington neighborhood of Fairfax County. After extensive investigation by the Army Corps of Engineers, the *June 2006 Flood*

Investigation Report, City of Alexandria, Virginia, was published in July 2007 which identified the increased siltation of Cameron Run over an extended period of time as the main cause of the flood.

As a result, FEMA is revisiting its assessment of the 100-year floodplain. While the official FIRM Map has not yet been revised, the information contained in the Corps' report will be used to revise the floodplain. According to the report, the entire site is now within the 100-year floodplain. Development within the 100-year floodplain is permitted if it adheres to the City's stringent floodplain ordinance (Article 6-300 to 6-311) and all related building code requirements. Some examples of the requirements are:

- The 100-year floodway and water surface level may not be raised more than 6 inches;
- All habitable space must be located at or above the floodplain;
- Buildings within the 100-year floodplain must be water-proofed and;
- No infiltration/ex-filtration from public utilities is permitted.

The proposed hotel achieves these minimum requirements by locating the podium parking on the ground level. Furthermore, the first level of the hotel is nearly ten feet higher than the potential revised floodplain. The applicant and staff are continuing to work together to ensure that the hotel is constructed and designed to the highest level of safety and in conformance with all applicable code requirements.

F. Pedestrian and Streetscape Amenities

Due to the visual prominence of the site, the applicant has worked with staff to create an enhanced streetscape along Eisenhower Avenue. During the review process, staff determined that it was not necessary to maintain an emergency vehicle easement (EVE) along Eisenhower Avenue. Without the constraint of the EVE, the applicant was able to locate the building closer to the street, which allowed a larger planting bed in the rear of the building, as well as large street trees and smaller ornamental trees along Eisenhower Avenue. To further enhance the streetscape, the applicant will continue to work with staff to create a distinctive plaza design in the triangular portion of the property.

Finally, the applicant relocated the most active uses of the proposed hotel, including the lobby, lounge and outdoor terrace, to the northwestern corner of the building to take advantage of views to Cameron Run. The placement of these uses, particularly the outdoor terrace, provides additional activity along Eisenhower Avenue for pedestrians.



Figure 2: View of Cameron Run

G. Economic Sustainability Report

The Economic Sustainability Work Group recognized the City's growing dependence on residential property taxes and stressed the need to diversify the tax base in recommendations presented to City Council in June 2007 and revised in October 2007. The recommendations of the work group also emphasized the importance of economics in land use decisions, encouraging increased commercial development, including office, retail, and hotels.

In addition to rebalancing the tax base, the recommendations development by the Work Group and adopted by City Council also encouraged the following:

- Transit oriented development;
- Commercial uses, such as office, retail, hotel and service;
- Mixed use development at or near Metro Stations;
- Increase the economic benefits generated by the City's visitor industry; and
- Retain and expand existing business clusters.

The proposed hotel achieves many of the aforementioned recommendations by:

- Providing a hotel use within close proximity (2/3 mile) to the Eisenhower Metro;
- Providing shuttle service to and from the Metro, within the Tech Center development and to Old Town on the weekends and;
- Completing the final phase of this commercially diverse development with a use which supports the City's visitor industry.

H. Fiscal Impact

The proposed hotel provides direct fiscal benefits to the City including: an increase in real estate and personal property tax by the development of a hotel on a vacant lot; revenue generated by the City's lodging tax for the occupancy of hotel rooms; and sales tax of additional revenues generated by the hotel. It is estimated that the hotel will generate approximately \$1.1 million for the City in the first year of operation, with tax revenue gradually increasing to \$1.5 million in the tenth year of operation; a total of approximately \$13 million in tax revenue over the next decade.

In addition to the direct fiscal benefits, the proposed hotel also offers some indirect benefits, which cannot be as clearly defined in terms of monetary value. These indirect benefits include:

- The creation of new jobs and resulting taxes;
- Providing the opportunity for additional guests to visit the City and shop and eat at our local establishments; and
- Sales tax paid by the hotel on all purchases.

I. Parking and Landscape Islands

The Zoning Ordinance requires 163 parking spaces for the 152-room hotel; one space for each room and one additional space for each 15 employees. The applicant is providing the required number of parking in a combination of on and off-site locations. On-site, the applicant is proposing to provide 102 parking spaces, 44 podium parking spaces on the ground level of the hotel and 58 spaces in a surface parking lot located on the south side of the hotel.

Section 8(200) (C) (3) of the Zoning Ordinance allows parking to be located off-site if the distance from the parking is within 500 feet of the use which the parking serves. Due to this provision, the applicant proposes to provide the remaining 61 parking spaces at 2960 Eisenhower Avenue, the property immediately south of the site and also located with the Tech Center. The applicant has obtained a parking easement for 4 surface parking spaces and 57 spaces within the above grade parking garage.

The applicant is also requesting approval of a modification from the requirements of section 11-410 (CC), the City's Landscape Guidelines. The Landscape Guidelines require one landscape island, a minimum size of the immediately adjacent parking space, for every ten parking spaces or one island approximately every one-hundred linear feet of parking. While the applicant proposes five landscape islands, two of the proposed islands are less than the required size. Due to the constraints of a unique lot configuration, the location of the RPA and staff's desire to limit the visibility of the surface parking from Eisenhower Avenue, the applicant requests approval of a modification. Staff supports the modification request due to the site constraints and the enhanced level of landscape improvements located elsewhere on the site.

J. Loading

The applicant is requesting approval to reduce the number of required loading spaces. Section 8-200 of the Zoning Ordinance requires at least one off-street loading space for each 20,000 sq. ft. of floor area for hotels; thus six loading spaces are required for the proposed hotel. The applicant requests approval to provide one on-site loading space. The proposed loading space is located at the eastern portion of the site and adjacent to the Pentagon Federal Credit Union loading area.

Staff researched the loading requirements for other recently approved hotels within the City and learned that several hotels were granted a reduction of the loading space requirement. Both the Marriott Suites on Duke Street and the Marriott Residence Inn on Mill Road received a similar loading space reduction as requested by the applicant. Similarly, the recently approved Kimpton Hotel on upper King Street was approved to provide two loading spaces, rather than the four spaces required by the Zoning Ordinance. The Kimpton Hotel was a more intense commercial use than this hotel, as it includes two full service restaurants with a total of 154 seats, a day spa and several conference rooms totaling 2,100 sq. ft. While the Kimpton Hotel requested a reduction of three spaces, City Council, Planning Commission and staff believed that the additional commercial uses warranted two loading spaces.

Staff believes that although these reduction requests need to be reviewed on a case by case basis, the ordinance does not distinguish among a variety of commercial uses, including manufacturing, storage, retail, businesses and hospitals, which vary considerably from each other with respect to their intensity and loading space demands. Additionally, hotel uses can vary tremendously with the amount of ancillary services offered, creating higher loading space demands. The proposed hotel has limited food service and a fairly small conference room; therefore, staff supports the requested loading space reduction in this case, and believes that the six loading spaces required by the ordinance are excessive.

K. Transportation Management Plan

In 1988, a Transportation Management Plan (TMP) was approved for the Alexandria Tech Center Building IV, located at 2850 Eisenhower Avenue, and two existing buildings within the Tech Center. With the approved TMP, the Alexandria Tech Center was required to:

- Designate a TMP Coordinator responsible for administering the TMP;
- Promote the use of transit, carpool, and vanpool;
- Administer a ridesharing program;
- Provide on-site sale of transit fare media; and
- Maintain a Transportation Fund.

The TMP was amended in 1998 (SUP98-00099) with the approval of a development special use permit (DSUP98-0007) to construct three office buildings, each with structured parking, on the undeveloped portion of the Tech Center. The amendment incorporated the Alexandria Tech Center Phases V, VI, and VII into the TMP. The DSUP was amended in 1999 (DSUP99-0016)

and again in 2004 (DSUP2003-0039) and only one office building, the Pentagon Federal Credit Union (PFCU), and an above grade parking structure were constructed.

With the approval of the PFCU building in 2004, the applicant was required to establish a shuttle service for use by buildings within the Tech Center to reduce single occupancy vehicle use. In addition to this shuttle, the Courtyard Marriott Hotel, located on the eastern portion of the Tech Center, also operates a shuttle service between the hotel and the Eisenhower Avenue Metro Station. The shuttle operates from 6:30 a.m. to 10:30 p.m. on weekdays and operates on an as-needed basis on weekends, with expanded service to Old Town. The applicant proposes to expand the Courtyard Marriott shuttle service to provide service to the guests of the Marriott Springhill Suites.

L. Traffic

The applicant conducted a traffic study as part of the approved TMP, which anticipated the construction of three office buildings in Phases V, VI, and VII of the Tech Center. As the proposal is to construct a hotel in Phase VI rather than an office building, staff determined that a traffic study was not required as a hotel use generates less traffic than an office building. While a traffic impact study was not required, staff has requested that the applicant provide a contribution of \$100 per hotel room to the Eisenhower Improvement Fund (approximately \$15,200 based on 152 hotel rooms).

VII. COMMUNITY

The applicant has contacted the Carlyle Eisenhower Civic Association, the Cameron Parke Home Owner Association and the Eisenhower Partnership with regard to this proposal. While none of the aforementioned community organizations expressed interest in meeting with the applicant, packets of information including the site plan, building elevations and perspectives, and general project data were mailed to the President of each organization. In addition, staff discussed the proposal with the Alexandria Federation of Civic Associations. Overall, neighboring civic associations, business owners and the general public have not expressed opposition or concern with the proposed Marriott Springhill Suites hotel.

VIII. CONCLUSION

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

Staff: Faroll Hamer, Director, Planning and Zoning;
Gwen Wright, Chief, Development;
Patricia Escher, AICP, Principal Planner;
Jessica Ryan, AICP, Urban Planner.



Figure 3: Perspective View from Eisenhower Avenue (West)



Figure 4: Perspective View from Eisenhower Avenue (East)



Figure 5: Perspective View from the Southwest



Figure 6: Conceptual Landscape Plan

IX. STAFF RECOMMENDATIONS

1. The applicant shall provide all improvements depicted on the preliminary plan stamped and sealed on September 4, 2008; color renderings dated August 14, 2008; and the materials board, as required in condition 2a. The applicant shall also comply with the following conditions of approval:

BUILDING

2. The applicant shall provide the following building refinements to the satisfaction of the Director of P&Z:
 - a. The building materials shall be consistent with the materials board dated September 29, 2008. The building materials are limited to the following:
 - i. StoCreativ Granite Color Collection – Denali - #30103 for main portion of the building;
 - ii. StoCreativ Granite Color Collection - Zion - #30106 for the accent bands;
 - iii. StoCreativ Granite Color Collection – Cheyenne - #30107 for the side projections;
 - iv. The Prairie Stone, Metal and Glass shall be consistent with the materials board dated September 29, 2008.
 - b. The scoring of the StoCreativ Granite shall be similar to pre-cast concrete, with smaller joint widths, as demonstrated by the Brooks Brothers store located on Wisconsin Avenue in Chevy Chase, MD.
 - c. The applicant shall construct an on-site mock-up panel prior to vertical construction and approval of the wall check survey.
 - i. The mock-up panel shall replicate a representative portion of the building, which includes each of the proposed building materials for review and approval by the Department of Planning and Zoning.
 - ii. A sketch which identifies the representative portion of the building to be replicated in the mock-up panel shall be submitted with the final site plan.
 - iii. The mock-up panel shall remain on-site until the completion of the building.
 - d. The applicant shall notify staff when the StoCreativ Granite installation is to commence to allow time for staff review and approval.
 - e. All building mounted light fixtures shall be an integrated part of the façade and shall be provided with the final site plan submission. (P&Z)
3. Prior to the release of the final site plan, the applicant shall provide material samples of the canopy. (P&Z)
4. The applicant shall hire a LEED accredited professional as a member of the design and construction team. The LEED-AP shall work with the team to incorporate sustainable design elements and innovative technologies with the goal of achieving LEED

Certification under the U.S. Green Building Council; or the LEED-AP shall demonstrate that a minimum of 26 points toward LEED Certification will be achieved. The LEED-AP shall provide a checklist and specific examples of technologies used prior to the release of a building permit and provide verification of methods used after construction, to the satisfaction of the Directors of P&Z, RP&CA and T&ES. (P&Z)(RP&CA)(T&ES)

5. The stairwells within the garage 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)
6. 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)
7. All ground level pedestrian exits that open into non-secure areas shall be emergency exits only and fitted with panic bar hardware. (Police)

PEDESTRIAN/STREETSCAPE

8. The applicant shall provide the following pedestrian improvements to the satisfaction of the Directors of P&Z and T&ES:
 - a. All pedestrian improvements shall be completed prior to the issuance of a certificate of occupancy permit.
 - b. All new pedestrian improvements within the RPA shall be pervious and shall be the same material until connecting with the sidewalk along Eisenhower Avenue. A material sample shall be provided to staff prior to the release of the final site plan. These walks shall be maintained to manufacturer’s specifications.
 - c. The walkways shall be a minimum of 6 feet wide, except in the open space plaza at the western portion of the property and along Eisenhower Avenue.
 - d. The existing asphalt trail along Eisenhower Avenue shall be removed and replaced with a 10-foot wide concrete walk to connect to the existing path on the adjacent property to the east.
 - e. The sidewalks shall continue over the proposed curb cuts on the access road to provide a continuous uninterrupted sidewalk. (P&Z)(T&ES)
9. The pedestrian connection to the adjacent lot, currently owned by Pentagon Federal Credit Union, shall be striped and maintained throughout the life of the project. (P&Z)
10. The applicant shall replace any of the existing trees along the Tech Center - Eisenhower Avenue frontage and within the median that are in poor health as determined by the City Arborist prior to the issuance of the first CO. Trees shall be of like species and a minimum of 4-5 inch caliper at the time of planting. (P&Z) (RP&CA)

11. The applicant shall provide additional street trees pursuant to the submitted landscape plan dated September 9, 2008. (P&Z)(RP&CA)
12. The applicant shall provide an additional 7 Willow Oak street trees, extending from the western property line along Eisenhower Avenue in accordance with the City's Landscape Guidelines prior to the issuance of the first CO. Trees shall be a minimum of 3-4 inch caliper at the time of planting and shall be maintained by the applicant during the warranty period. (P&Z)(RP&CA)
13. Prior to final site plan approval, the applicant shall provide \$1,150 per receptacle to the Director of T&ES for purchase and installation of one (1) trash receptacle (Iron Site Bethesda Series, Model SD-42 decorative black metal trash cans by Victor Stanley). 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)
14. The applicant shall provide two (2) employee bicycle parking racks to provide four (4) bicycle parking space(s) within the garage/ground level and two (2) guest bicycle parking racks to provide four (4) parking space(s) on the surface to the satisfaction of the Director of T&ES. Bicycle rack locations are preferably covered, grouped, and located within 50 feet of the main entrance. Bicycle parking racks shall be located in a manner that will not obstruct the existing/proposed sidewalks. Bicycle parking standards and details for acceptable locations are available at www.alexandriava.gov/bicycleparking. (T&ES)
15. The applicant shall install a concrete bus stop passenger loading pad for the DASH bus stop located near 2750 Eisenhower Ave to make it ADA accessible. The concrete passenger loading pad shall measure six feet, parallel to the curb and must connect the back-face of the curb to the existing trail through the landscape strip. (T&ES)

STREETS AND TRAFFIC

16. If the City's existing public infrastructure, including but not limited, to streets, alleyways, driveway aprons, sanitary and storm sewers, street lighting, traffic and pedestrian signals, sidewalks, curb and gutter, and storm water drop inlet structures are 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)
17. Prior to the release of the final site plan, a Traffic Control Plan for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging shall be provided for information purpose; however, an amended Traffic Control Plan, if required by the Director of Transportation and Environmental Services shall be submitted to the Director of T&ES along with the Building Permit Application. (T&ES)

18. All Traffic Control Device design plans and Work Zone Traffic Control plans shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES)
19. The Applicant shall show turning movements of standard vehicles in the parking lot/garage as per the latest AASHTO vehicular guidelines and to the satisfaction of the Director of T&ES. (T&ES)
20. Provide thermoplastic pedestrian cross walks at all crossings at the proposed development, which must be designed to the satisfaction of the Director of T&ES. (T&ES)

OPEN SPACE/LANDSCAPING

21. The applicant shall develop, provide, install and maintain an integrated Landscape Plan that is coordinated with other associated site conditions to the satisfaction of the Directors of P&Z, RP&CA, and T&ES. At a minimum the Landscape Plan shall:
 - a. Provide an enhanced level of detail plantings throughout the site (in addition to street trees). Plantings shall include a simple mixture of seasonally variable, evergreen and deciduous shrubs, ornamental and shade trees, groundcovers and perennials that are horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.
 - b. Ensure positive drainage in all planted areas.
 - c. Provide detail, section and plan drawings of tree wells and parking islands showing proposed plantings and associated materials, irrigation, adjacent curb/pavement construction, including edge restraint system, dimensions, drainage, and coordination with site utilities.
 - d. Provide planting details for all proposed conditions including street trees, multi-trunk trees, shrubs, perennials, and groundcovers.
 - e. The final landscape design shall take into account the podium parking level of the structure and minimize its visual impacts by incorporating several layers of evergreen and deciduous plantings and creating a more pedestrian friendly environment.
 - f. The design at the western portion of the property shall integrate the long linear character of the building while acknowledging the triangular nature of the site to create a focal point and gateway into the subdivision.
 - g. The applicant will provide appropriate landscaping on the western portion of the property within the RPA, as possible. (P&Z)(RP&CA)(T&ES)
22. The following recommendations to the landscape plan and supporting drawings are required:
 - a. The applicant will continue to work with staff to provide high quality open space on the property and affected adjacent areas. Landscape improvements to the site

- and Eisenhower Avenue frontage shall be designed to the satisfaction of the Directors of Recreation, Parks and Cultural Activities and Planning and Zoning.
- b. Plaza design for the northwest corner shall include a consistent vocabulary of materials with the proposed building.
 - c. Plaza design shall be submitted to the Alexandria Tech Center Association.
 - d. Above-grade utilities shall not be located in the proposed plaza.
 - e. Below-grade utilities in the proposed plaza shall not compromise the design integrity or plantings in the proposed plaza. (RP&CA)(P&Z)
23. Provide a site irrigation/water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA and Code Enforcement.
- a. Plan shall demonstrate that all parts of the site can be accessed by a combination of building mounted hose bibs and ground set hose connections.
 - b. Provide 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. Provide an exhibit demonstrating accessible water coverage including hose bib locations and 90' hose access radii.
 - c. Hose bibs and ground set water connections must be fully accessible and not blocked by plantings, site utilities or other obstructions.
 - d. All lines beneath paved surfaces shall be installed as sleeved connections.
 - e. Locate water sources and hose bibs in coordination with City Staff. (RP&CA)(Code Enforcement)
24. Provide an exhibit that demonstrates open space requirements.
- a. Provide a narrative that demonstrates compliance with Open Space Master Plan. (RP&CA)(P&Z)
25. Continue to work with staff to develop a palette of site furnishings for the site that is generally consistent with the Preliminary Plan submission.
- a. Provide location and specification for site furnishings that depicts the scale, massing and character of site furnishings.
 - b. Site furnishings shall include bicycle racks, trash receptacles and other associated features and be developed to the satisfaction of the Directors of RP&CA, P&Z, and T&ES.
 - c. The applicant shall choose a style bench that has an armrest in the middle of the bench. (RP&CA)(P&Z)(T&ES)(Police)
26. 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)

27. The applicant shall be responsible for the maintenance of all plantings proposed with the site plan. (RP&CA)
28. No shrubs higher than 3 feet should be planted within 6 feet of walkways. (Police)
29. 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 September 4, 2008. (P&Z)(RP&CA)

SIGNAGE

30. The colors and materials of the signs shall be designed of high quality materials and shall be designed as an integral part of the building that shall relate in materials, color and scale to the remainder of the building. All signage shall be subject to the following:
 - a. All signs shall comply with the zoning ordinance requirements.
 - b. Box signs shall be prohibited.
 - c. Any exterior decorative banners or flags shall be deducted from the overall permitted sign area. Permanent or advertising banners shall be prohibited. (P&Z)
31. A temporary informational sign shall be installed on the site prior to the approval of the final site plan for the project and shall be displayed until construction is complete or replaced with a marketing sign incorporating the required information; the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project. (P&Z)(T&ES)
32. All public notice signage erected by the applicant prior to the public hearing(s) shall be removed within 10 days of the completion of the public hearing process for the project. (P&Z)

SITE PLAN

33. 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)
34. 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. The fixtures shall not be flushed against the ceiling, but should hang down at least to the crossbeam to provide as much light spread as possible.
 - k. The lighting for the parking garage shall be maintained at a minimum of 5.0 foot candles.
 - l. All parking areas and driving lanes should be fully illuminated.
 - m. Full cut-off lighting shall be used at the development site to prevent light spill onto adjacent properties. (P&Z)(T&ES)(Police)(RP&CA)
35. The applicant shall submit a wall check to the Department of P&Z 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 City prior to commencement of framing. (P&Z)

36. As part of the request for a certificate of occupancy permit, the applicant shall submit a height certification and a location survey for all site improvements to the Department of P&Z. The height certification and the location survey shall be prepared and sealed by a registered architect, engineer, or surveyor. The height certification shall state that the height was calculated based on all applicable provisions of the Zoning Ordinance. (P&Z)
37. The applicant shall identify a person who will serve as a liaison to the community throughout the duration of construction. The name and telephone number of this individual, including an emergency contact number, shall be provided in writing to residents, property managers, and business owners whose property abuts the site and shall be placed on the project sign, to the Directors of P&Z and T&ES. (P&Z)(T&ES)
38. The applicant shall submit a construction management plan for review and approval by the Directors of P&Z, T&ES and Code Enforcement prior to final site plan release. The plan shall:
 - a. Designate a location for off-street parking for all construction employees during all stages of construction, provided at no cost for the employee and may include applicable provisions such as shuttles or other methods deemed necessary by the City;
 - b. Include a plan for temporary pedestrian and vehicular circulation;
 - c. Include the overall schedule for construction and the hauling route;
 - d. Copies of the plan shall be posted in the construction trailer and given to each subcontractor before they commence work;
 - e. 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 Enforcement)
39. Submit an approvable construction phasing plan to the satisfaction of the Director of T&ES, which will allow review, approval and partial release of final the site plan. In addition, building and construction permits required for site pre-construction shall be permitted prior to release of the final site plan to the satisfaction of the Direction of T&ES. (T&ES)
40. 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)
41. No major construction staging shall be allowed along Eisenhower Avenue. The Applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. (T&ES)

42. The sidewalks / trail shall remain open during construction or pedestrian access shall be maintained to the satisfaction of the Director of Transportation and Environmental Services throughout the construction of the project. (T&ES)
43. A "Certified Land Disturber" (CLD) shall be named in a letter to the Division Chief of C&I prior to any land disturbing activities. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. A note to this effect shall be placed on the Phase I Erosion and Sediment Control sheets on the site plan. (T&ES)
44. During the construction phase of this development, the site developer, their contractor, certified land disturber, or owner's other agent shall implement a waste and refuse control program. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of Transportation and Environmental Services and Code Enforcement. All wastes shall be properly disposed offsite in accordance with all applicable federal, state and local laws. (T&ES)
45. 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 for the building. (P&Z)
46. The applicant shall submit a unit numbering plan for each floor, identifying the locations of commercial uses, with the first final site plan. (P&Z)

PARKING

47. The applicant shall provide a minimum of 102 on-site and 61 off-site parking spaces. To accommodate the off-site parking spaces, the applicant shall provide 4 surface parking spaces on Lot 806 of the Alexandria Tech Center (2960 Eisenhower Avenue) and 57 parking spaces within the parking garage on Lot 806 per the parking easement established in the purchase contract dated August 29, 2007. The surface parking spaces and the parking spaces within the parking garage shall be provided in perpetuity for the Marriott Springhill Suites Hotel. Any modification to the on-site and/or off-site parking requires subsequent approval of Planning Commission and City Council. (P&Z)
48. A copy of the letter from Douglas B. McDonald dated September 19, 2008 shall be included on the conditions sheet of the Final Site Plan and considered a condition of approval. (P&Z)
49. The applicant shall provide preferred parking for low-emitting and fuel-efficient vehicles for 5% of the total vehicle parking capacity of the site (6 spaces). The applicant shall demonstrate compliance prior to the issuance of the certificate of occupancy. (P&Z)

50. New parking spaces within the RPA shall be pervious. Previous material to be approved by the City prior to installation. (P&Z)
51. The applicant shall 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 based on a plan, which shall be submitted to the Department of P&Z and T&ES prior to the issuance of the Excavation/Sheeting, and Shoring Permit. This plan shall:
 - 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 und 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)

TRANSPORTATION MANAGEMENT PLAN

52. The applicant will adhere to the existing TMP for the Alexandria Tech Center. (See Attachment I). (P&Z)

STORMWATER

53. In order to meet the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, the applicant shall prepare a Stormwater Management Plan and request the Director of Transportation and Environmental Services (T&ES) to grant a waiver for the storm water detention. The applicant shall demonstrate the availability of an adequate storm water outfall and meet the requirements of Memorandum to Industry No. 2002-0001 on Stormwater Waiver Request. (T&ES)
54. All stormwater designs that require analysis of pressure hydraulic systems, including but not limited to the design of flow control structures and storm water flow conveyance systems shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. The design of storm sewer shall include the adequate outfall, inlet, and hydraulic grade line (HGL) analyses that shall be completed to the satisfaction of the Director of T&ES. Provide appropriate reference and/or source used to complete these analyses. If applicable, the Director of T&ES may require resubmission of all plans that do not meet this standard. (T&ES)

55. **CONDITION ADDED BY PLANNING COMMISSION:** Prior the issuance of a certificate of occupancy for the hotel, the owner shall submit to the Emergency Management Office of the City's Fire and EMS Department an Emergency Management Plan for Natural Disasters and Fire Emergency. (PC)
56. The Plan shall demonstrate compliance with City's flood plain ordinance, Section 6-300 of the Alexandria Zoning Ordinance. No final site plan shall be released until full compliance with flood plain ordinance has been demonstrated. Compliance with the flood plain ordinance shall include, but not be limited to, the requirements of Section 6-307, Special Regulations.(T&ES)
57. In addition to the above requirement, the applicant shall furnish specific engineering data and information 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 shall be made by modifying the existing HEC-RAS model, as prepared by the U.S. Army Corps of Engineers, Baltimore District (T&ES)
58. The storm water collection system is located within the Cameron 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)
59. 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)
60. The Applicant is required to 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/OEQ funds to stream restoration / water quality projects.

These mitigation efforts shall be quantified and tabulated against encroachments as follows: 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)

BMP FACILITIES

61. 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)
62. 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)
63. 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)
64. 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)
65. The Applicant shall submit two originals of a storm water quality BMP and Stormwater Detention Facilities Maintenance Agreement with the City to be reviewed as part of the Final #2 Plan. It must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the final site plan.(T&ES)
66. 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)

67. 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)
68. Prior to release of the performance bond, a copy of the Operation and Maintenance Manual shall be submitted to the Office of Environmental Quality on digital media. (T&ES)
69. 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)

UTILITIES

70. All private utilities shall be located outside of the public right-of-way and public utility easements. (T&ES)
71. 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)
72. Applicant shall underground all overhead utilities serving the site. (T&ES)

SOILS AND CONTAMINATED LANDS

73. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments. (T&ES)
74. The Applicant shall design and install a vapor barrier and ventilation system for structures 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 Enforcement. (T&ES)

NOISE

75. Due to the close proximity of the site to the interstate highway and Eisenhower Avenue the following conditions shall be included in the development requirements:
- a. Applicant shall 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).
 - b. Identify available options to minimize noise exposure to future residents at the site, particularly in those units closest to the interstate highway and Eisenhower Avenue, 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)
 - c. The noise study shall be submitted and approved prior to final site plan approval. (T&ES)
76. The applicant shall provide a copy of the development special use permit to potential buyers at the closing to disclose the following to the satisfaction of the Director of P&Z and the City Attorney:
- a. That Eisenhower Avenue is a major four-lane arterial and that future traffic is expected to increase significantly as development along Eisenhower Avenue continues. (T&ES)
77. All exterior building mounted loudspeakers shall be prohibited from the exterior of the building, no musicians are allowed outside and no amplified sounds shall be audible at the property line. (T&ES)
78. If a restaurant use is proposed, the use of loudspeakers or musicians outside is prohibited. (T&ES)

AIR POLLUTION

79. The Applicant shall 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)
80. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)

CONTRIBUTIONS

81. The applicant shall contribute \$100 per hotel room (approximately \$15,200 based on the 152 hotel rooms currently proposed) for the Eisenhower Improvement Fund prior to release of the final site plan. (T&ES) (P&Z)

HOUSING

82. A voluntary contribution of \$130,821 (based on a contribution of \$1.50 per gross square foot) would be consistent with the conclusions of the “Developer Housing Contribution Work Group Report” dated May 2005 and accepted by the Alexandria City Council on June 14, 2005. (Housing)

Note: In accordance with Section 11-418 (c) of the Zoning Ordinance, construction or operation shall be commenced and diligently and substantially pursued within 18 months of the date of granting of initial planning commission approval of the plan or the development site plan shall become void.

CITY DEPARTMENT CODE COMMENTS

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

Planning and Zoning

- F-1 Revise the proposed floor area ratio to be calculated based on the net square footage.
- F-2 Revise the building height per Section 2-154 of the Zoning Ordinance. Height shall be measured from the average finished grade to the top of the feature wall. Revise the proposed height on sheet 2 and the architectural elevations accordingly.
- F-3 Revise the eastern side yard setback dimension and the rear yard setback dimension to be measured from the building to the nearest side and rear property line.
- F-4 Depict and label the average finished grade and height on all architectural elevations.
- F-5 Coordinate the narrative description on sheet 1 and the zoning tabulations on sheet 2 with the plan set and the development special use permit application, which indicate that 102 parking spaces are provided on-site.
- F-6 Revise the notes on sheets 1 and 2 to request a parking reduction for required loading spaces only.
- F-7 Per the development special use permit checklist, dimension and label (standard or compact) the surface parking spaces at 2960 Eisenhower Avenue proposed for hotel use.

Transportation and Environmental Services

- F-1 Water Quality Impact Assessment shall be required prior to Final 1. (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 All storm sewers shall be constructed to the City of Alexandria standards and specifications. The minimum diameter for storm sewers shall be 18-inches in the public Right of Way (ROW) and the minimum size storm sewer catch basin lead shall be 15". The acceptable pipe material will be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI

A21.51) Class 52 or Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. For roof drainage system, Polyvinyl Chloride (PVC) ASTM 3034-77 SDR 35 and ASTM 1785-76 Schedule 40 pipes will be acceptable. The acceptable minimum and maximum velocities will be 2.5 fps and 15 fps, respectively. The storm sewers immediately upstream of the first manhole in the public Right of Way shall be owned and maintained privately (i.e., all storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES)

- F-4 All sanitary sewers shall be constructed to the City of Alexandria standards and specifications. The minimum diameter of sanitary sewers shall be 10" in the public Right of Way and sanitary lateral 6". The acceptable pipe materials will be Polyvinyl Chloride (PVC) ASTM 3034-77 SDR 35, ASTM 1785-76 Schedule 40, Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52, or reinforced concrete pipe ASTM C-76 Class IV (For 12" or larger diameters); however, RCP C-76 Class III pipe may be acceptable on private properties. The acceptable minimum and maximum velocities will be 2.5 fps and 10 fps, respectively. Lateral shall be connected to the sanitary sewer through a manufactured "Y" or "T" or approved sewer saddle. Where the laterals are being connected to existing Terracotta pipes, replace the section of main and provide manufactured "Y" or "T", or else install a manhole. (T&ES)
- F-5 Lateral Separation of Sewers and Water Mains: A horizontal separation of 10' (edge to edge) shall be provided between a storm or sanitary sewer and a water line; however, if this horizontal separation cannot be achieved then the sewer and water main shall be installed in separate trenches and the bottom of the water main shall be at least 18" above of the top of the sewer. If both the horizontal and vertical separations cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. (T&ES)
- F-6 Maintenance of Vertical Separation for Crossing Water Main Over and Under a Sewer: When a water main over crosses or under crosses a sewer then the vertical separation between the bottom of one (i.e., sewer or water main) to the top of the other (water main or sewer) shall be at least 18"; however, if this cannot be achieved then both the water main and the sewer shall be constructed of Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 with joints that are equivalent to water main standards for a distance of 10 feet on each side of the point of crossing. A section of water main pipe shall be centered at the point of crossing and the pipes shall be pressure tested in place without leakage prior to installation. Sewers crossing over the water main shall have adequate structural support (concrete pier support and/or concrete encasement) to prevent damage to the water main. Sanitary sewers under creeks and storm sewer pipe crossings with less than 6" clearance shall be encased in concrete. (T&ES)

- F-7 No pipe shall pass through or come in contact with any part of sewer manhole. Manholes shall be placed at least 10 feet horizontally from the water main whenever possible. When local conditions prohibit this horizontal separation, the manhole shall be of watertight construction and tested in place. (T&ES)
- F-8 Crossing Existing or Proposed Utilities: Underground telephone, cable T.V., gas, and electrical duct banks shall be crossed maintaining a minimum of 12” of separation or clearance with water main, sanitary, or storm sewers. If this separation cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. Sewers and water main crossing over the utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES)
- F-9 The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES)
- F-10 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. (T&ES)
- F-11 Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (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. (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. The stormwater detention shall be provided to the satisfaction of Director, T&ES. If it can be demonstrated that providing no detention doesn't adversely impact the downstream flooding then the Applicant will request the Director, T&ES to grant waiver for stormwater detention; however, the applicant shall demonstrate the availability of an adequate storm water outfall and meet the requirements of Memorandum to Industry No. 2002-0001 on Stormwater Waiver Request. (T&ES)
- C-3 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer outfall as per the requirements of Memorandum to the industry on Downspouts, Foundation Drains, and Sump Pumps, Dated June 18, 2004 that is available on the City of Alexandria's web site. The downspouts and sump pump discharges shall be piped to the storm sewer outfall, where applicable after treating for water quality as per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). (T&ES)

- C-4 In compliance with the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a sanitary sewer adequate outfall analysis as per the requirements of Memorandum to Industry No. 02-07 New Sanitary Sewer Connection and Adequate Outfall Analysis dated June 1, 2007. (T&ES)
- C-5 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-6 Solid Waste and Recycling Condition: 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 or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
- C-7 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-8 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-9 All private streets and alleys shall comply with the City's Minimum Standards for Private Streets and Alleys. (T&ES)
- C-10 Bond for the public improvements must be posted prior to release of the plan.
- C-11 The sewer tap fee must be paid prior to release of the plan.
- C-12 All easements and/or dedications must be recorded prior to release of the plan.
- C-13 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-14 All drainage facilities must be designed to the satisfaction of T&ES. Drainage divide maps and computations must be provided for approval.

- C-15 All utilities serving this site shall be placed underground.
- C-16 Provide a phased erosion and sediment control plan consistent with grading and construction plan.
- C-17 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-18 A pavement section for Emergency Vehicle Easements (EVE) to support H-20 loading shall be designed using California Bearing Ratio (CBR) determined through geotechnical investigation using Virginia Department of Transportation (VDOT) method (Vaswani Method) and standard material specifications or to the satisfaction of the Director of Transportation and Environmental Services (T&ES). (T&ES)
- C-19 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-20 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-21 All driveway entrances, sidewalks, curbing, etc. in the public ROW or abutting public ROW shall meet City design standards. (T&ES)
- C-22 All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)
- C-23 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line.
- C-24 The applicant must comply with the Article XIII of the City of Alexandria Zoning Ordinance, which includes requirements for storm water pollutant load reduction, treatment of the water quality volume default, and storm water quantity management.
- C-25 The applicant must comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4.

- C-26 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, Virginia Marine Resources must be in place for all project construction and mitigation work prior to release of the final site plan. This includes the state requirement for a VSMP permit for land disturbing activities greater than 2500 SF.

Code Enforcement

- R-1 The applicant shall show all fire hydrants and FDCs on the landscape and open space plan. Condition met fire hydrants and FDCs shown on the landscape and open space plan.
- R-2 For firefighting reasons it is recommended that all stairs extend thru the roof so that door access to the roof is provided. Acknowledged by applicant, one stairway will be extended to the roof per agreement with the Fire Marshal.
- F-1 Applicant must provide Emergency Vehicle Easement on front and back side of building. Finding resolved, an adequate EVE has been provided.
- F-2 The FDC located along Eisenhower Avenue is obstructed by landscaping. The landscaping shall not obstruct the view of the FDC from the fire hydrant servicing the FDC (located along Eisenhower Avenue. Finding resolved and landscaping obstruction has been removed.
- F-3 The applicant shall obtain a sign permit for the proposed sign and/ or wall lettering. Acknowledged by applicant.
- C-1 Building is over 50 feet in height and as such is required to have ladder truck access to the front and the rear of the buildings by public roads or recorded emergency vehicle easements (eve). For a building face to be considered accessible by a ladder truck the curb line shall be at least 15 feet and no more than 30 feet from the face of the building. The face of the building may not articulate back into the mass of the building more than 7 feet horizontally in the first 75 feet of vertical dimension of the building. Alternatives that demonstrate equivalency to this requirement will be considered on a case by case basis. The south EVE is located outside the 15 feet and 30 feet dimension from the southern building face. Sheet #12 has been revised and the south EVE has been relocated slightly to the north and is now within 30 feet of the southern building face. Code requirement met.
- C-2 Fire Department ladder truck access is required for two sides/ ends of all buildings over 50 feet in height. This requires a truck to be able to position itself between 15 and 30 feet from the face of the building. All elevated structures used for this purpose shall be designed to AASHTO HS-20 loadings. Condition met, EVE access to the south and west sides of the building and provides a 48% perimeter to the building. The applicant shall provide turning movements along the EVE to show compliance. The EVE along

Eisenhower Avenue can be removed and used for the intended purposes of open space. Turning movements have been provided and the EVE has been removed and access is now provided on the south, east, and west sides of the building.

- C-3 The developer shall provide a separate Fire Service Plan which illustrates: a) emergency ingress/egress routes to the site; b) two fire department connections (FDC) to the building, one on each side/end of the building; c) fire hydrants located within one hundred (100) feet of each FDC; d) on site fire hydrants spaced with a maximum distance of three hundred (300) feet between hydrants and the most remote point of vehicular access on site; e) emergency vehicle easements (EVE) around the building with a twenty-two (22) foot minimum width; f) all Fire Service Plan elements are subject to the approval of the Director of Code Enforcement. Acknowledged and provided by the applicant.
- C-4 Prior to submission of the Final Site Plan #1, the developer shall provide a fire flow analysis by a certified licensed fire protection engineer to assure adequate water supply for the structure being considered. Acknowledged by applicant. The Fire Flow Analysis shall include three wet stamped copies of the fire flow and shall be submitted to the Site Plan Division of Code Enforcement, 301 King Street, Suite 4200, Alexandria, VA 22314. This information shall be submitted by the next plan submission. Acknowledged by applicant and will be submitted at Final #1 submission.
- C-5 Provide Stairway Identification. A sign shall be provided at each floor landing in interior vertical exit enclosures connecting more than three stories designating the floor level, the terminus of the top and bottom of the stair enclosure and the identification of the stair. The signage shall also state the story of, and the direction to the exit discharge and the availability of roof access from the stairway for the fire Department, in accordance with USBC 1019.1.7. Acknowledged by applicant.
- C-6 Required exits, parking, and facilities shall be accessible for persons with disabilities. Acknowledged by applicant.
- C-7 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Enforcement that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers. Acknowledged by applicant.
- C-8 The final site plans shall show placement of fire easement signs. See attached guidelines for sign details and placement requirements. Acknowledged by applicant.
- C-9 The applicant of any building or structure constructed in excess of 10,000 square feet; or any building or structure which constructs an addition in excess of 10,000 square feet shall contact the City of Alexandria Radio Communications Manager prior to submission of final site plan. The proposed project shall be reviewed for compliance with radio requirements of the City of Alexandria to the satisfaction of the City of

Alexandria Radio Communications Manager prior to site plan approval. Such buildings and structures shall meet the following conditions:

- a. The building or structure shall be designed to support a frequency range between 806 to 824 MHz and 850 to 869 MHz.
- b. The building or structure design shall support minimal signal transmission strength of -95 dBm within 90 percent of each floor area.
- c. The building or structure design shall support a minimal signal reception strength of -95 dBm received from the radio system when transmitted from within 90 percent of each floor area.
- d. The building or structure shall be tested annually for compliance with City radio communication requirements to the satisfaction of the Radio Communications Manager. A report shall be filed annually with the Radio Communications Manager which reports the test findings.

If the building or structure fails to meet the above criteria, the applicant shall install to the satisfaction of the Radio Communications Manager such acceptable amplification systems incorporated into the building design which can aid in meeting the above requirements. Examples of such equipment are either a radiating cable system or an FCC approved type bi-directional amplifier. Final testing and acceptance of amplification systems shall be reviewed and approved by the Radio Communications Manager. Acknowledged by applicant. The applicant shall contact the Radio Communications Manager at 703-838-6360 x1287 and submit this information prior to Final #2 plan submission.

- C-10 A soils report must be submitted with the building permit application. Acknowledged by applicant.
- C-11 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). Acknowledged by applicant.
- C-12 A Certificate of Use of Occupancy is required prior to opening (USBC 116.1). Acknowledged by applicant.
- C-13 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property. Acknowledged by applicant.
- C-14 Rooftop anchorage/installation details must be submitted with the construction plans (USBC 109.1). Acknowledged by applicant.
- C-15 Where appliances are located $\leq 10'$ from a roof edge or open side with a drop $\geq 24"$, guards shall be provided (USBC 2801.1). Acknowledged by applicant.
- C-16 Wall letters / signs must comply with USBC [H103-H111] Please indicate the method to be used for anchoring the letters to the wall. Acknowledged by applicant.

- C-17 Ground signs/ monument signs shall comply with USBC [H109]. Acknowledged by applicant.

Health Department

- C-1 An Alexandria Health Department Permit is required for all regulated facilities.
- C-2 Permits are non-transferable.
- C-3 Permits must be obtained prior to operation.
- C-4 Five sets of plans are to be submitted to and approved by the Alexandria Health Department prior to construction of any facility regulated by the Health Department.
- C-5 Plans for food facilities must comply with the Alexandria City Code, Title 11, Chapter 2, Food and Food Establishments. There is a \$135.00 fee for review of plans for food facilities.
- C-6 Pool plans must comply with Title 11, Chapter 11, Swimming Pools. Tourist establishment pools must have six (6) sets of plans submitted.
- C-7 Coin-operated laundry plans must comply with Title 9, Chapter 5, Coin Operated Laundries.
- C-8 Hotels/Motels must comply with State Code 35.1, Hotels, Restaurants, Summer Camps and Campgrounds.
- R-1 Provide a menu or list of foods to be handled at this facility to the Health Department prior to opening.

Police

- R-1 Maintain street tree canopies at least 6-feet above grade level as they mature to allow for natural surveillance.
- R-2 Trees shall not be planted under or near light poles.
- C-1 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.

X. ATTACHMENT I - Transportation Management Plan

Docket Item #4-B
SPECIAL USE PERMIT #98-0099
ALEXANDRIA TECH CENTER (TMP)

Planning Commission Meeting
October 6, 1998

ISSUE: Consideration of a request for amendment to a special use permit for a transportation management plan (TMP) to incorporate a new development into the plan.

APPLICANT: Alexandria Tech Center Associates
by Donald F. Simpson

LOCATION: 2930, 2950, 2960 Eisenhower Avenue

ZONE: OCM/Office Commercial Medium

CITY COUNCIL ACTION, OCTOBER 17, 1998: Approved the recommendation of the Planning Commission and approved the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

PLANNING COMMISSION ACTION, OCTOBER 6, 1998: By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and the staff recommendations.

Reason: The Planning Commission agreed with the staff analysis.

STAFF RECOMMENDATION:

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

1. Transportation Coordinator: That the applicant designate a TMP Coordinator upon application for the initial building permit for the project. The name, address and telephone number of the TMP Coordinator shall be submitted with the application for the initial building permit. The Coordinator shall maintain an on-site office and be responsible for establishing and administering the Transportation Management Plan for the project (ATC buildings II, III, IV, V, VI and VII), including the following TMP activities: (SUP #2111)
 - a. Promoting the use of transit, carpooling/vanpooling, participation in the staggered work hour program and other components of the TMP with prospective tenants during marketing/leasing activities, new tenants and persons newly employed at or to be relocated to the site, and with existing tenants and employees of the project.
 - b. Displaying and distributing information about transit, carpool/vanpool and other TMP programs and services to tenants, and employees of the project, including maintaining, on-site, stocks of appropriate bus schedules, applications to Commuter Connections (the regional rideshare program), and information on Metrorail and the Virginia Railway Express (VRE). This information should be displayed in several, if not all, buildings throughout the project.
 - c. Administering a ridesharing program, including assisting in the formation of car and vanpools and coordinating such efforts with the Office of Transit Services and Programs (OTS&P).
 - d. Providing annual reports to OTS&P, including an assessment of the effects of TMP activities on carpooling, vanpooling, transit ridership and peak hour traffic, as reflected by an annual survey of employees; an accounting of receipts and disbursements of the TMP account; and a work program for the following year. The initial report shall be submitted 13 months following issuance of the initial certificate of occupancy for the project or upon 60% occupancy, whichever shall first occur.
 - e. Administering on-site sale of appropriate transit fare media, as may be reasonably required by the Director of T&ES, subject to agreement by providers of transit services to furnish such fare media to applicant on consignment. Upon approval by the Director of T&ES, this requirement may be satisfied by agreement by another party to sell such transit fare media at a location convenient to applicant's project.

- f. Monitoring and enforcing the use of reserved parking spaces for carpools and vanpools.
 - g. Participating in the planning and implementation of cooperative TMP programs and activities, including the provision of enhanced bus services with other projects in the vicinity of the site and with the OTS&P.
 - h. Administering the staggered work hour program including the promotion of the program among existing and prospective lessees, the registration of staggered work hour participants, and monitoring the program.
 - i. Administering any other TMP activities as may be proposed by the applicant or successors and approved by the Director of T&ES.
2. Transportation Fund: That the applicant fund, at an annual rate of \$.10 per net rentable square foot of new floor space for which a certificate of occupancy has been issued (ATC buildings IV, V, VI, and VII), a transportation account to be used exclusively for approved TMP activities such as: (SUP #2111)
- a. Discounting the cost of transit fare media for on-site employees;
 - b. Providing financial incentives to office employees who regularly arrive and depart work either before or after weekday peak periods, or walk or bike to work;
 - c. Subsidizing costs to improve bus service to the site;
 - d. Marketing or promotional materials to promote the TMP;
 - e. Subsidizing the cost of carpool/vanpool spaces;
 - f. Installation of bike racks and lockers; or
 - g. Any other TMP activities as may be proposed by the applicant and approved by the Director of T&ES.

During initial occupancy, prorated payments shall be made monthly, in advance, based upon the net new rentable square feet of floor area occupied on the last day of the preceding month. Commencing with the first day of the month following the date upon which 60% of the new rentable floor area of the project shall be occupied, prorated payments shall thereafter be made quarterly, in advance, based upon the total new rentable floor area for the project for which a certificate of occupancy has been issued.

3. Transportation Fund: If the Director of T&ES shall reasonably determine, on the basis of surveys and/or traffic counts that over 75% of the person trips to the site during a.m. peak hour or from the site during the p.m. peak hour, are being made in single occupancy vehicles, the Director may require applicant to fund the transportation account, quarterly and in advance, at an annual rate of up to \$.10 per net rentable square foot of floor space for Building III and Building II. Such payments shall commence upon the first day of the quarter following at least 60 days prior written notice to the applicant. (SUP #2111)

4. Transportation Fund: That, as determined by the Director of T&ES, any unencumbered funds remaining in the TMP account at the end of each reporting year may be either reprogrammed for TMP activities during the ensuing year or paid to the City for use in transit and/or ridesharing programs and activities. (SUP #2111)
5. Transportation Fund: The applicant will provide semi-annual reports to the Office of Transit Services & Programs pertaining to the TMP Fund. These reports will provide a summary of the contributions to the fund and all expenses. (SUP #2111)
6. Bus Capital Contributions: That applicant pay a one-time contribution for a proportional share of the capital costs to provide enhanced bus service to and within Cameron Run Valley. The final amount shall be paid six months following issuance of the initial building permit for Building IV and shall not exceed \$.30 per net new rentable square foot of commercial floor area. (SUP #2111)
7. Parking Management: That applicant provide a minimum of 52 (25 +27) parking spaces for reserved carpool and vanpool use for the entire project as required by Article VIII, Sec. 8-200 of the Zoning Ordinance and that all such reserved spaces be offered free of charge to registered car/vanpools. Unused carpool/vanpool spaces may be made available for general use after 10:30 a.m. (SUP #2111)
8. Parking Management: That any reallocation of reserved carpooling spaces and staggered spaces as may be requested by the applicant based on demand be considered a minor change to the satisfaction of the Director of T&ES provided that the minimum number of code required carpool spaces is maintained. (SUP #2111)
9. Parking Management: That the applicant charge for new single occupant vehicular parking a rate equal to or greater than 50% of the prevailing all-day parking fee or 50% of the prevailing monthly contract rate at Market Square Garage.(SUP #2111)
10. Parking Management: That the applicant prepare, as part of its leasing agreement, condominium documents, appropriate language to inform future occupants of the special use permit and conditions therein; said language to be review by the City Attorney's Office. (SUP #2111)
11. Parking Management: Bicycle racks shall be provided in quantities sufficient to meet demand personal amenities (showers, lockers etc.) shall be provided for those who wish to walk, run, or bike to work. (OTS&P)(SUP #2111)
12. Parking Management: No certificate of occupancy permits shall be issued for buildings V, VI and VII until such time as the applicant has completed submission all required reports and information related to the conditions of this TMP special use permit. (T&ES) (SUP #2111)

DISCUSSION

The applicant, Alexandria Tech Center Associates, has applied for a Transportation Management Plan special use permit in conjunction with approval of a development site plan special use permit (DSP#98-0007) for three new commercial office buildings--designated ATC V, VI and VII--located in the 2900 block of Eisenhower Avenue. The applicant has an approved transportation management plan (SUP#2111) that includes buildings II, III and IV. This proposal will amend the existing transportation plan to include the proposed office buildings. One coordinated plan will be implemented for all of the buildings covered under the transportation management plan special use permit.

STAFF ANALYSIS

Although the TMP measurements proposed for the Tech Center are the typical ones for an office project, staff has some concerns about the proposal because the applicant does not appear to be complying with the TMP program on the existing buildings. Staff from the Office of Transit Services & Programs visited the Alexandria Tech Center site and could find no parking spaces reserved for car/vanpools or for staggered work hours. Nor has staff received any annual reports, surveys, TMP fund reports or traffic surveys to determine modal split since 1991 for the Tech Center project. However, the applicant indicates that they have been implementing a program even though they have not been following the City's reporting procedure. Since this application has been filed, the applicant has been working with T&ES staff and have started to submit some of the required information and reports. Because of these problems with reporting on the existing TMP, staff is recommending that no new certificate of occupancy permits be issued for new buildings until such time as the applicant has completed and submitted all monitoring requirements of the TMP SUP to the City (including surveys of site employees with modal splits).

STAFF: Sheldon Lynn, Director, Department of Planning and Zoning;
Kimberley Johnson, Chief, Development;
Gregory Tate, Urban Planner.

Development Special Use Permit with Site Plan (DSUP) # 2007-0025

All applicants must complete this form.

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

1. The applicant is (*check one*):

Owner Contract Purchaser

Lessee or Other: _____

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

SpringHill SMC, LLC is a Delaware limited liability company that is a wholly owned subsidiary of Marriott International, Inc. Marriott International, Inc. is a Delaware corporation publicly traded on the New York Stock Exchange. The individuals owning an interest in excess of ten percent (10%) in the corporation are: J. W. Marriott and Richard E. Marriott.

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

Yes. Provide proof of current City business license

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

Development Special Use Permit with Site Plan (DSUP) #2007-0025

NARRATIVE DESCRIPTION

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

SpringHill SMC, LLC (the “Applicant”) is requesting a Development Special Use Permit with Site Plan to construct a one hundred and fifty two guestrooms and accessory public space Marriott Springhill Suites (www.marriott.com/Springhill-suites) hotel as the final phase of the Alexandria Tech Center at 2950 Eisenhower Avenue in the West Eisenhower area of the City.

The six story Springhill Suites will be the tenth building in the 1988 City approved Alexandria Tech Center and the second hotel. The Springhill Suites will be at the western end of Alexandria Tech Center and will be the first building that announces the arrival into the City for those traveling east on Eisenhower Avenue.

The building has been designed by the project’s architectural firm Davis Carter Scott to incorporate a strong architectural entry feature to the City, while being consistent with the character of the established architecture of Alexandria Tech Center and the Marriott identity of its Springhill Suites flag.

Requested Special Use Permits:

1. **The Applicant is requesting a Special Use Permit to construct and operate a hotel, pursuant to §4-0003(Q) of the City of Alexandria Zoning Ordinance, 1992, as amended.**
2. **The Applicant is requesting a Special Use Permit to decrease the number of required on-site, off street loading spaces from nine (5) spaces to one (1) space.**

Requested Modifications:

1. The Applicant is requesting a modification from Section II: Landscape Breaks in Parking Areas; (A) requirements; (3) Dimensions to permit the landscape islands adjacent to the entrance of the surface parking facility to be less than the dimensions of the adjacent parking spaces.

Development Special Use Permit with Site Plan (DSUP) # 2007-0025

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

The Applicant anticipates that the hotel will have occupancy of approximately 110 rooms per day, and with one (1) patron per room.

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

The Applicant anticipates that the hotel will employ on a full or part time basis approximately 35 employees working in 8 hours shifts. The hotel will be staffed twenty-four hours a day. It is anticipated that the most employees staffing the hotel will be 24 employees between the hours of 8:00 A.M. and 4:30 P.M.

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

Day: **Seven (7) days a week.** Hours: **Twenty-four (24) hours a week.**

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

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

It is not anticipated that noise levels will exceed permitted levels under the Alexandria City Code.

- B. How will the noise from patrons be controlled?

It is not anticipated that noise levels will exceed permitted levels under the Alexandria City Code.

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

It is not anticipated that offensive odors will emanate from the proposed hotel.

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

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

The type of trash and garbage will be that generally associated with hotel use with limited facilities.

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

The volume of trash and garbage will be that generally associated with Hotel use. The hotel will have a limited food preparation area for its complementary continental guest breakfast.

- C. How often will trash be collected?

Trash, garbage and recyclable materials will be collected by a commercial trash collector contracted for by the hotel's operator and collected as on a regularly scheduled as required by operational needs.

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

Not applicable.

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

Yes. No.

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

Small quantities of cleaning solvents generally recognized to be appropriate for use by restaurants in the operation of the hotel business will be stored, used as solvents and disposed of in accordance with applicable regulations.

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

Yes. No.

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

Small quantities of organic compounds generally recognized to be appropriate for use by restaurants in the operation of the hotel will be stored, used and disposed of in accordance with applicable regulations.

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

The hotel will be operated in strict accordance with the Applicant's corporate security protocols.

ALCOHOL SALES

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

Yes. No.

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

The Hotel may offer patrons the opportunity to purchase alcoholic beverages in its on-site market. The front desk is in charge of operating the market.

PARKING AND ACCESS REQUIREMENTS

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

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

One (1) parking space per room and one parking space for each fifteen employees for a total of 163 parking spaces.

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

ONSITE:

Surface

5 Standard spaces
48 Compact spaces
5 Handicapped accessible spaces

Structured

21 Standard spaces
23 Compact spaces
-0- Handicapped accessible spaces

102 Total onsite spaces

Development Special Use Permit with Site Plan (DSUP) # 2007-0025

OFFSITE:

Surface

5 standard spaces

Structured

56 parking spaces per easement

61 Total offsite spaces

163 Total onsite and offsite spaces

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

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

Not applicable.

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

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

See attached.

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

A. How many loading spaces are required for the use, per section 8-200 (B) of the Zoning ordinance? **Five (5).**

B. How many loading spaces are available for the use? **One (1).**

C. Where are off-street loading facilities located? **On the surface parking facility.**

Development Special Use Permit with Site Plan (DSUP) # 2007-0025

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

Normal business hours.

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

It is not anticipated that the use of the property as a hotel will not generate more than three (3) to five (5) deliveries per day.

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

Street access is adequate and no street improvements are required.



November 6, 2008

Alexandria Planning Commission
Eric Wagner, Chairman
City Hall, Room 2100
Alexandria, Virginia 22314

RE: Development Special Use Permit #2007-0025

Dear Chairman Wagner and Planning Commissioners,

The Alexandria Economic Development Partnership strongly supports the Development Special Use Permit with Site Plan before you for Marriott Springhill Suites. As the case number hints, the applicant has been working with City staff for more than one and a half years and it is important that this desirable project moves forward for approval as soon as possible.

The staff report does a wonderful job of recognizing the important economic benefits this hotel will bring to the City (fiscal impact) and acknowledges that the application supports a number of the City Council-adopted Economic Sustainability recommendations. In addition to the more than \$1 million in annual taxes and the creation of new jobs, this hotel project will provide another amenity for existing and future businesses in the Eisenhower valley. Continuing to build this amenity base is important as we work to attract tenants to vacant and future office buildings in Eisenhower East and Eisenhower West. The hotel will also attract another audience to this part of the City, and will support the nearby retail and restaurant uses.

The hotel is a welcome addition to the Alexandria Tech Center, and once constructed, will complete the build out of this long-ago-planned development. In these strained economic times it is important that the City is seen as a welcoming home to commercial developments that contribute to our tax base, provide employment for all of our residents, and fit appropriately into the various neighborhoods of our community. This hotel project is a perfect example of such a use, and we strongly support the approval of the DSUP proposal before you tonight.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Landrum".

Stephanie Landrum
Senior Vice President

cc: Faroll Hamer, Director, Planning & Zoning
Gwen Wright, Chief, Development, Planning & Zoning



November 3, 2008

Mr. Eric R. Wagner, Chairman
Members of the Alexandria Planning Commission
Department of Planning & Zoning
301 King Street
City Hall, Room 2100
Alexandria, Virginia 22314

**In re: DSUP No. 2007-0025
Marriott Springhill Suites**

Dear Chairman Wagner and Members of the Commission:

On behalf of the Eisenhower Partnership, I am writing in support of SpringHill SMC, LLC's request to construct and operate a Marriott Springhill Suites at 2950 Eisenhower Avenue.

The Partnership encourages the Planning Commission to approve the application as recommended in the Staff Report.

The project is well designed and will contribute to the Eisenhower community.

If you have any questions, please do not hesitate to call.

Very truly yours,

A handwritten signature in black ink, appearing to read "Felix Oliver", written over a horizontal line.

Felix Oliver
Executive Director
703.684.5124

SPEAKER'S FORM

DOCKET ITEM NO. 9

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

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

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

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

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

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

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

In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at public hearing meetings. The mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.

Guidelines for the Public Discussion Period

- (a) All speaker request forms for the public discussion period must be submitted by the time the item is called by the city clerk.
- (b) No speaker will be allowed more than three minutes; except that one officer or other designated member speaking on behalf of each *bona fide* neighborhood civic association or unit owners' association desiring to be heard during the public discussion period shall be allowed five minutes. In order to obtain five minutes, you must identify yourself as a designated speaker, and identify the neighborhood civic association or unit owners' association you represent, at the start of your presentation.
- (c) If more speakers are signed up than would be allotted for in 30 minutes, the mayor will organize speaker

