



Docket Item #6
Development Special Use Permit with Site Plan
#2007-0013
Alexandria Country Day School-2400 Russell Road

Project Name: Alexandria Country Day School	General Data:	
	PC Hearing	November 6, 2008
Location: 2400 & 2500 Russell Road	CC Hearing	November 15, 2008
	If approved, DSUP Expiration:	May 15, 2010 (18 months)
	Campus Size:	3.8 acres
	Zone:	R-12 Single Family
Applicant: Alexandria Country Day School by Duncan Blair, attorney	Gross Floor Area:	Proposed Addition: 14,613 SF Existing Building: 32,245 SF
	Dwelling Units:	N/A
	Small Area Plan:	Northridge / Rosemont
	Historic District:	N/A

Purpose of Application:

Request for a development special use permit, with site plan and density transfer under Section 7-2300 of the Zoning Ordinance, for a 14,613 sq.ft. addition to an existing private elementary school to accommodate a gymnasium, kitchen and cafeteria.

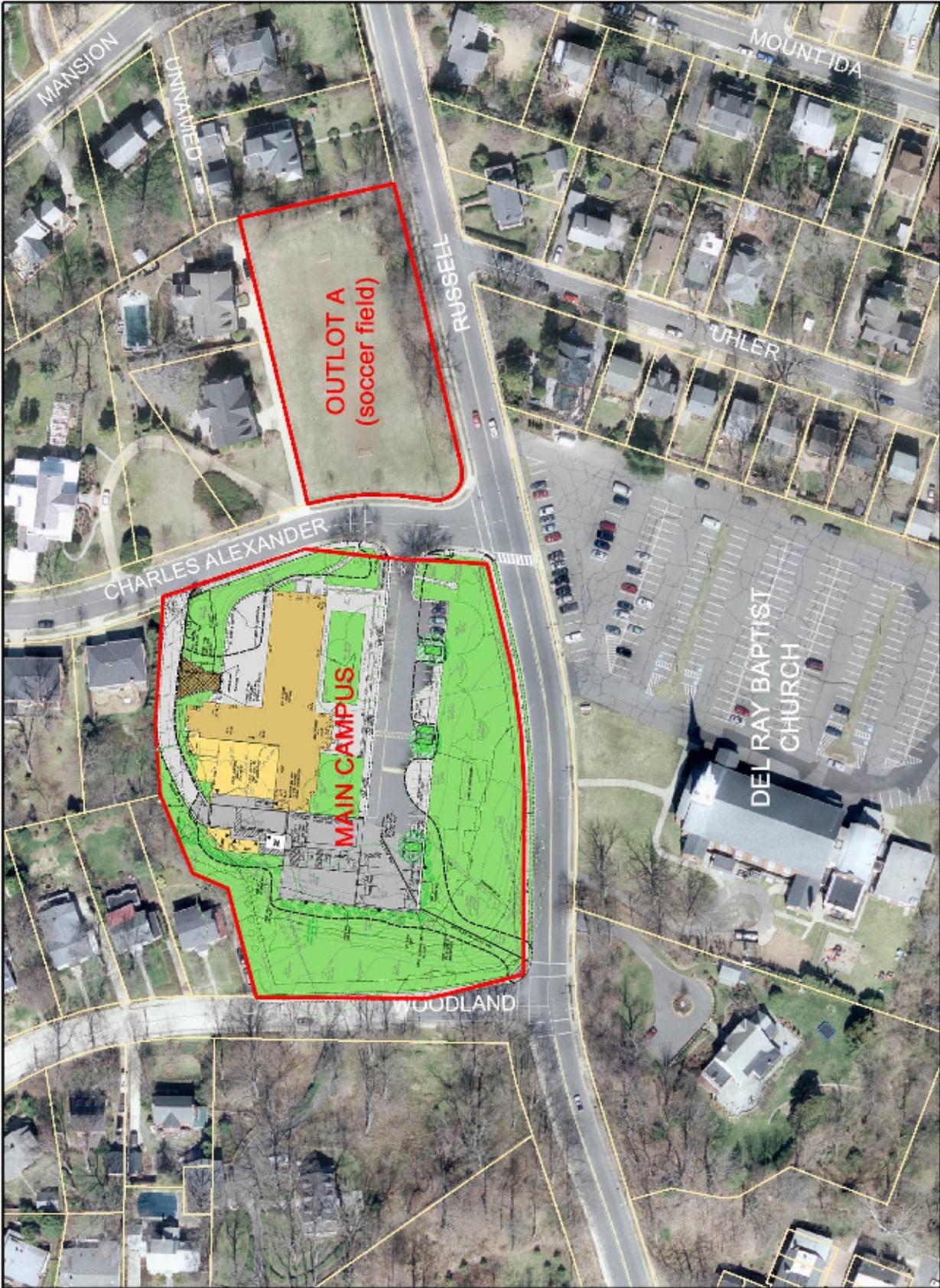
- Special Use Permits and modifications requested by applicant:**
1. Special Use Permit to expand/enlarge existing private school.
 2. Special Use Permit to transfer density from adjoining vacant school lot (Outlot A) to increase FAR from 0.30 to 0.345.
 3. Modification of previous Special Use Permit (SUP#2000-0140) to permit loading and unloading of children off-site during construction.

Staff Recommendation: APPROVAL WITH CONDITIONS

Staff Reviewers: Kristen Mitten, Urban Planner, Gary Wagner, Principal Planner

Planning Commission Action:

City Council Action:



I. EXECUTIVE SUMMARY

A. Recommendation

Staff recommends **approval** of the application for the proposed addition to the private school subject to the attached conditions. To accommodate the size of the addition, the applicant is requesting a transfer of density from the school's soccer field in order to provide a much needed gymnasium, kitchen and cafeteria. Staff supports this application and density transfer as it will help to preserve open space along a major arterial while allowing the private school to recoup the development potential of the site lost due to the provision of the public right-of-way through the site.

B. Project Description

Alexandria Country Day School, a private school, is requesting approval of a development special use permit to construct a 14,613 sq. ft. addition to the existing 30,000 sq.ft. school. The proposed addition will accommodate a new cafeteria, kitchen and gymnasium. As the proposed size of the addition will exceed the FAR permitted in the R-12 zone, the applicant is also requesting a special use permit to transfer density from an adjacent vacant lot, owned by the school, to the main campus. Simultaneous interior renovations will replace the existing sub-standard gymnasium with a multi-use assembly hall with 176 fixed seats and stage. Currently the school has no kitchen or cafeteria so lunches are delivered to the school and students eat in the classrooms.



Fig 1: Perspective of Existing School



Fig 2: Perspective with Proposed Addition

As discussed in more detail below, the project includes a modest increase in density to provide much needed facilities for the school; preserves desirable open space in perpetuity; and minimizes impacts to the surrounding neighborhood. Staff recommends approval of the proposal, subject to the recommended conditions.

Special Use Permits and modifications requested by applicant and recommended by staff:

1. Special Use Permit to expand/enlarge existing private school.
2. Special Use Permit to transfer density from adjoining vacant school lot (Outlot A) to increase FAR from 0.30 to approximately 0.35.
3. Modification of previous Special Use Permit (SUP#2000-0140) to permit loading and unloading of children off-site during construction.

II. IMPACT/BENEFIT CHART

TOPIC AREA	COMMENTS
Consistency with <i>Northridge / Rosemont Small Area Plan</i>	<ul style="list-style-type: none"> ▪ Consistent with Northridge / Rosemont Small Area Plan to protect and preserve the existing neighborhoods and to ensure preservation of existing open space. ▪ Consistent with the Open Space Plan to preserve open space on key institutional open space areas.
Use	<ul style="list-style-type: none"> ▪ A three-story 14,613 sq. ft. addition with gymnasium, kitchen, cafeteria, offices, restrooms and storage.
Open Space	<ul style="list-style-type: none"> ▪ 1.5 acres (main campus) & 1 acre (soccer field)
Pedestrian	<ul style="list-style-type: none"> ▪ 5 ft. wide sidewalks along Charles Alexander Court. ▪ New crosswalks and accessible ramps ▪ New landscaping along Russell Road. ▪ Preserve existing 33" Oak next to exit drive.
Building	<ul style="list-style-type: none"> ▪ Style compatible with existing school building. ▪ Approximately 40 ft. tall. ▪ High-quality building materials such as brick and pre-cast stone.
Traffic/Transit	<ul style="list-style-type: none"> ▪ Site is accessible via Charles Alexander Court. ▪ DASH bus stops along Russell Road.
Parking	<ul style="list-style-type: none"> ▪ 41 total on-site parking spaces, including 3 handicap spaces. The remaining required parking spaces provided off-site at Del Ray Baptist Church.
Environmental	<ul style="list-style-type: none"> ▪ LEED certification or comparable.
Fiscal	<ul style="list-style-type: none"> ▪ No impact.

III. BACKGROUND

A. Site Context

Alexandria Country Day School, located at 2400 and 2500 Russell Road, has a campus consisting of two lots located on the west side of Russell Road at the intersection of Charles Alexander Court. The lots have a combined frontage of 747 feet along Russell Road and a combined lot area of approximately four acres. The main campus is 2.8 acres in size and is developed with a 32,245 sq.ft. school building, several scattered play areas and 55 parking spaces. The smaller lot, referred to as Outlot A, is a one-acre lot located north of the school on the opposite side of Charles Alexander Court. Two single-family residential homes front onto Outlot A, which serves as the school's soccer field. While Outlot A is relatively flat, the larger main campus parcel has steep slopes on both the south and west sides. The grade west of the site slopes up while the grade on the south side drops down from the parking lot approximately 20 feet to Woodland Terrace.

Both lots are zoned R-12 and are primarily surrounded by single-family residences with the Del Ray Baptist Church located across Russell Road to the east.



Fig 3: Alexandria Country Day School

B. Site History and Current Operation

The existing Alexandria Country Day School building was originally constructed as St. Mary's Academy in 1941 on a nine-acre campus that also contained an early 19th century manor house. In 1992, Sisters of the Holy Cross subdivided the nine-acre lot into:

- a three-acre lot for the school campus;
- the Colonial Park Subdivision, a ten residential lot subdivision (including one large central lot for the historic manor house);

- a lot for the school's play fields (referred to as Outlot A); and
- a new public street named Charles Alexander Court.

In May 1991, City Council approved SUP #2491 to permit Alexandria Country Day School to operate a private elementary school at this location. In December 2000, City Council approved an amendment (SUP #2000-0140) to increase the number of students from 250 to 275, to increase the hours of operation to what they are today and to increase the number of staff members to 50.

Currently the school operates on a staggered schedule for start and dismissal times to facilitate the drop-off and pick-up of 244 students. The older students (grades 3 through 8) start classes at 8:15 am, 15 minutes earlier than the younger students (grades K through 2) who start at 8:30 am. In the afternoon, the dismissal for the younger students is at 2:45 pm and the older students are released at 3:00 pm. Additionally the before and after school program operates from 7:00 am to 8:30 am and from 4:00 pm to 6:00 pm, Monday through Friday.

The school is staffed by 46 full-time and 8 part-time teachers, administrators and other staff members. No more than 50 staff members work on-site at any given time.

In the absence of a kitchen and cafeteria, the school offers students two options for lunch: (1) purchase a prepackaged lunch that is delivered to the school each day; or (2) bring a lunch from home. Two factors identified by the applicant as a necessity for a separate kitchen and cafeteria include the amount of staff needed to supervise students during lunch and contamination risks to students with peanut allergies. As students currently eat within their classrooms, a separate staff member is needed for each classroom to supervise during the lunch hour. Additionally, with the increasing number of peanut allergies that have been identified, school officials have indicated that it will be easier to set up a peanut-free zone in the cafeteria than in each classroom.

When the applicant originally approached the City with a conceptual proposal for the gymnasium/cafeteria addition, staff noted that the proposal exceeded the 0.30 floor area ratio (FAR) permitted in the R-12 zone. To address the issue of FAR, staff encouraged the applicant to explore placing the gymnasium below grade. The applicant indicated that a basement would not be economically feasible, and requested City Council and staff to consider a text amendment to allow private schools to transfer FAR from an adjacent vacant school lot to the main campus.

On February 23, 2008, City Council approved Text Amendment #2008-0001 creating section 7-2300 of the Zoning Ordinance allowing private academic institutions to request, through the special use permit process, transfer of FAR across lots commonly owned by the school when separated by a public right-of-way. If a special use permit is approved to grant the FAR transfer, the vacant property relinquishes the development potential transferred to the main campus. The encumbrance is recorded in the property's land records.

IV. PROJECT DESCRIPTION

The proposed three-story addition will consist of a new kitchen and cafeteria on the ground level with a two-story gymnasium above. The gym addition will extend from the second story of the existing building over the southern portion of the circular access drive which will serve as a porte cochere to maintain one-way vehicular circulation around the school

The applicant is requesting to increase the allowable floor area ratio (FAR) on the main campus from 0.30 to 0.35 by transferring approximately 5,700 sq.ft. of the development potential from Outlot A, pursuant to section 7-2300 of the Zoning Ordinance.

The existing asphalt play area, displaced by the addition, will be relocated to the south side of the access road on a level area created by the installation of a new retaining wall with railing. The retaining wall will range from 5 to 8 feet in height and will be screened by a mix of evergreen and deciduous trees and shrubs.

The applicant anticipates constructing the proposed addition during the 2009/2010 school year. In an effort to minimize the impacts of construction on the parents, students and surrounding neighborhood, the applicant is proposing to relocate the child drop-off area to the Del Ray Baptist Church, across Russell Road. This shall be a temporary measure to facilitate the efficient and safe transport of the children during construction. The school will provide a crossing guard across Russell Road twice a day to ensure all children are safely escorted across Russell Road before and after school.

V. ZONING

ALEXANDRIA COUNTRY DAY SCHOOL			
Property Address:	2400 Russell Road		
Total Site Area:	3.8 acres (Main Campus: 2.8 acres & Outlot A: 1.0 acre)		
Zone:	R-12 / Single Family		
Use:	Private School (permitted with SUP)		
	Permitted / Required by SUP#2000-0140	Permitted / Required by Zoning Ordinance	Proposed
Student Population	275 max	-	275 max
Staff Members (including teachers)	50 max	-	Full-time: 46 Part-time: 8 *
Parking	60 spaces required (1 sp per full-time staff member + ½ space per part-time staff member + 10 visitor spaces)	56 spaces required (1 space per 25 classroom seats + 1 sp per 4 assembly hall seats)	60 total spaces: 41 spaces on-site 19 spaces off-site

FAR	-	0.30	0.35 **
Height	-	40 feet	Max 40 feet

* No more than 50 staff members will be on-site at any given time.

** SUP requested for density transfer to increase FAR.

VI. STAFF ANALYSIS

A. Private School Use

Private schools require a special use permit because of the potential negative impacts associated with schools in residential zones. These impacts, among others, can include concerns about traffic, lighting, noise and building mass and scale. Staff has carefully considered these issues with regard to the proposed addition. While this site may be relatively small, the south side of the property where the addition is proposed has a large setback and steep grade change from Woodland Terrace in addition to mature vegetation. To address the visual impacts of the new retaining wall proposed to support the new play area, staff is recommending conditions to require high quality masonry and a mix of plant materials to help screen the wall from the neighborhood.



Fig 4: View of School from Woodland Terrace



Fig 5: Photomontage of Proposed Addition & Retaining Wall

B. Building

To stay competitive with other private schools, Alexandria Country Day School has had to find a way to incorporate a long, two-story gymnasium on a relatively small site that is constrained by steep topography, an existing school building and access road. Staff originally considered the option of constructing the gymnasium below grade to be the most desirable option to retain the existing amount of surface parking, maintain a more open campus and eliminate the need for a density transfer. The applicant, however, contends that constructing an underground gymnasium is not financially feasible for the school. Staff believes that they applicant has made a good case as to how the proposed addition will provide a benefit to the students, will be compatible with the existing site and community, and will be financially feasible. Given all of this, staff supports the placement of the gym above grade.

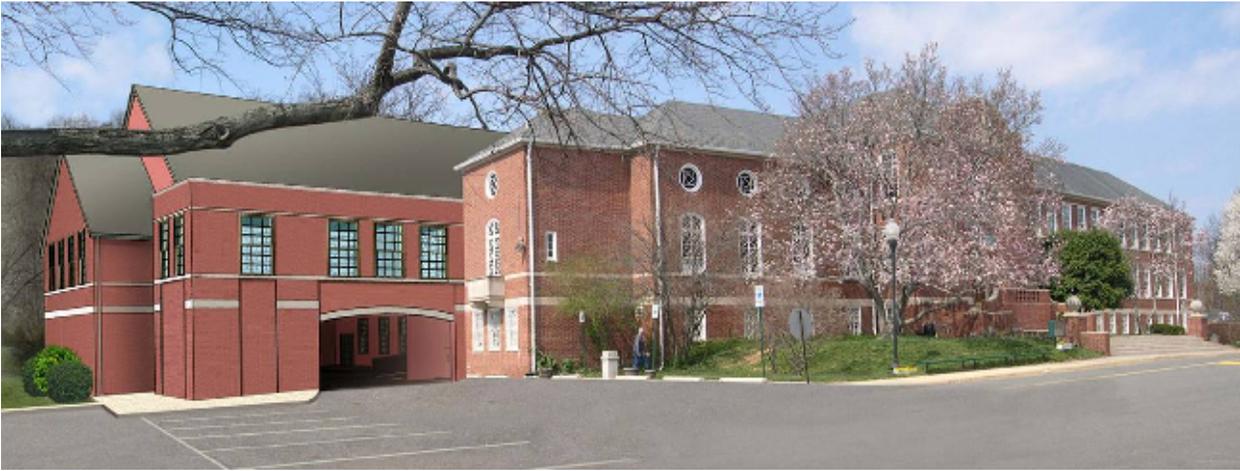


Fig 6: Photomontage of Proposed Addition

The primary challenge of this project was in locating an above-grade gymnasium such that it can connect to the existing school building. The topography of the site, the circular access road and the need for surface parking dictated the connection of the gymnasium to the second floor of the school. Even on the second level however, the size of the gymnasium required the building to extend over the circular access road. While the porte cochere that is created by this “bridge” for the gymnasium, does not contribute usable floor area for the school, it does increase the bulk and mass of the building and is counted as FAR.

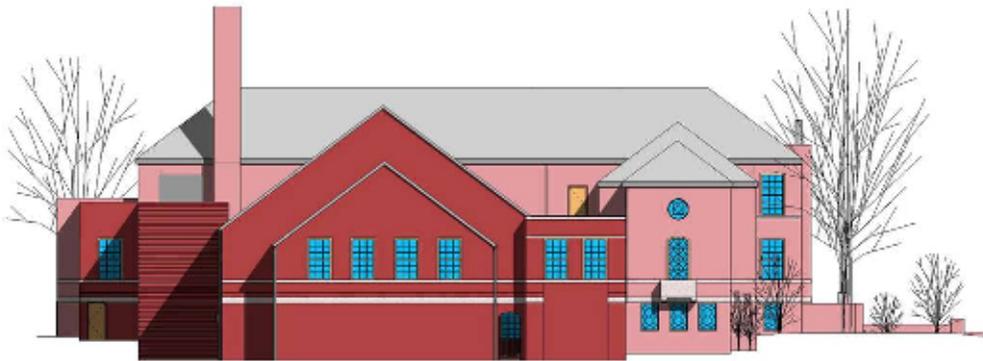


Fig 7: Side (South) Elevation

Throughout the process, the applicant has worked with staff to design an addition that houses the much needed gymnasium, minimizes the perceived bulk and complements the architecture of the existing building. This proposal ties the two buildings together by matching the building materials of the existing school while replicating certain architectural patterns and styles (e.g. windows, coursing, arches, etc.) Although, the applicant is seeking to transfer FAR to this lot, no modifications to the height or setbacks have been requested. Staff has carefully reviewed the project to verify that these other controls of bulk and mass are in conformance with the ordinance.

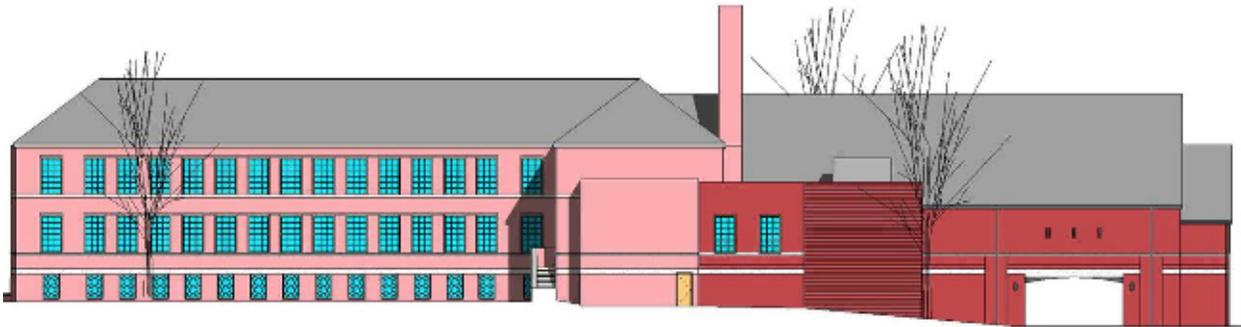


Fig 8: Rear (West) Elevation

As the Planning Commission and City Council are aware, staff is in the process of preparing a green building policy for the City, which will likely be scheduled for a December hearing. In the meantime, staff has been working with developers to achieve LEED certification or comparable for most projects. Staff is recommending a condition that requires the project to achieve at least 26 LEED points with all applicable prerequisites.

C. Potential of FAR Transfer

Taking into consideration the lot sizes and the 0.30 FAR permitted in the R-12 zone, the table below depicts the FAR permitted by the Zoning Ordinance for the two school lots. If the full development potential for Outlot A (0.30 FAR or 12,974 sq.ft.) was approved to be transferred to the main campus, the resulting FAR for the main campus would equal 0.41 (or 50,841 sq.ft.).

Table #1: Floor Area Ratio (FAR) Potential in square feet

	Lot Size	0.30 FAR
Outlot A:	43,245	12,974
Main Campus:	126,225	37,868
TOTAL:	50,841 sq.ft. or 0.41 FAR	

This request is pursuant to Section 7-2300 of the Zoning Ordinance¹ (*Attachment #1*). Section 7-2300 does not grant an entitlement to the school for the entire FAR available on Outlot A, but rather provides an opportunity for the school to modestly increase its development potential in exchange for the preservation of publicly visible open space, in this case, on Russell Road.

At this time, the applicant is requesting to transfer a portion of Outlot A’s development potential to increase the FAR on the main campus to approximately 0.35, or 43,559 sq.ft. It should be noted that even if this density transfer is approved, the school would not be precluded from applying for a subsequent density transfer in the future.

¹ Zoning Ordinance Section 7-2300: Density Transfer for Private Schools, Academic was adopted March 15, 2008

Table #2: Proposed FAR to be Transferred in net square feet

Main Campus	
Existing Building	29,648
Proposed Addition	13,911
Proposed Bldg Size:	43,559
Maximum 0.30 FAR	37,867.5
Proposed SF to Transfer	5,691.5

D. Parking and Traffic

The current parking requirements set forth in SUP #2000-0140 require 60 parking spaces based on the current staffing levels, with a minimum of 56 spaces provided on-site. However for the last nine years, the school has maintained an agreement with the Del Ray Baptist Church, to use its large parking lot for teachers, staff members and special event parking.

Since the proposed addition will displace existing surface parking, the proposal can only provide 41 parking spaces on-site, as depicted on the site plan. The applicant, however, has been able to demonstrate that all 60 required parking spaces could be accommodated on-site, if necessary, by striping the child drop-off area for 19 standard parking spaces, as generally depicted in *Attachment #2*.

The traffic report prepared by Gorove/Slade Associates in 2000 for SUP#2000-0140 observed that the maximum number of vehicles waiting to pick-up or drop-off at any given time was 16 vehicles. While the observations were based on a student population of 250 students, the report projected that a student population of 275 students would increase the maximum number of vehicles in the queue to approximately 19 vehicles during peak periods. The applicant provided an exhibit (*Attachment #3*) demonstrating the ability for 28 vehicles to queue along the circular access road around the school.

Given the size of the church parking lot, its proximity to the school, the history of the school’s use of the parking lot and the alternate on-site parking option, staff agrees that the proposed shared parking arrangement is acceptable.

Since the school is not proposing an increase to the student or staff population, no increase to traffic is anticipated during school hours. However, since this proposal will include a larger gymnasium and new assembly hall, even though the number of events per year will not increase, there may be an increase to the number of people attending each event which could generate additional traffic. Parking for special events will be located both on-site and off-site at the Del Ray Baptist Church. Parking for the school shall continue to be prohibited on all surrounding neighborhood streets.

E. Child Drop-Off During Construction

Due to the location of the gymnasium over the access drive and the need for construction staging areas, the applicant has indicated they will be unable to keep the circular drive around the school open during construction. For this reason, the applicant is proposing to temporarily locate the child drop-off area in the church parking lot across Russell Rd. The current SUP requires all students to be dropped off on-site to ensure the safety of students and to avoid unnecessary traffic impacts on Russell Rd and surrounding streets. Currently flashing 15 mph speed limit signs and crosswalk signs alert motorists to the presence of the school zone and crosswalk. Additionally, the applicant shall provide crossing guard before and after school to assist the students crossing the street. While not an ideal situation, given that it will only be in effect while the access road is not available during construction, staff believes this is an acceptable temporary approach.

Additionally, for staff, students and relatives, in need of accessible routes, handicap parking spaces shall be provided in the school's front parking lot during construction. Since the only accessible entrance for the school building will be through the construction zone, the plans indicate that a secure and accessible entrance will remain available during construction.

F. Open Space

The proposed density transfer will reduce the development potential of Outlot A which will enable the long-term retention of open space on this undeveloped lot. This is consistent with the City's Open Space Master Plan which seeks to provide valuable green space for each neighborhood, create a significant visual amenity and contribute to the control of microclimatic conditions in the City.

G. Pedestrian / Street Improvements

Several pedestrian improvements will be installed on Russell Road and Charles Alexander Court, including new crosswalks, accessible ramps, additional landscaping, and two new trash cans.

As staff does not anticipate redevelopment occurring on Russell Road in the near future, the existing sidewalk and landscape strip on Russell Road were not conditioned to be widened. Widening of these two features would have impacted the grade and landscaping in front of the school while interrupting the alignment of the connecting sidewalks.

H. Stormwater Management

A new onsite storm drain system has been designed to replace the existing substandard system, currently causing offsite drainage problems on existing residential lots. The new system will capture runoff from the site and building and direct it to a new inlet and BMP facility in the southeast corner of the proposed parking lot. A new stormdrain pipe, designed for additional capacity will be provided from the BMP to the existing storm drain system in Russell Road.

VII. COMMUNITY

Staff and the applicant presented the proposed development plan to the North Ridge Community Association and while no concerns were expressed by the group, one resident did comment that the covered porte cochere could create an after-hours hang out for students. The applicant and staff also met with the adjacent property owners to hear concerns regarding the stormwater management system, the size of the retaining wall and the noise generated by the new air handling unit on the west side of the building. Staff believes the proposed stormwater system described above will address the neighbors' concerns with the existing stormwater system. Staff has also added conditions for additional landscaping in front of the retaining wall and a condition to relocate the proposed air handling unit or to sufficiently baffle the noise produced by the unit.

VIII. CONCLUSION

Staff recommends **approval** of the proposed addition subject to the attached conditions. The transfer of density from the soccer field will provide a much needed gymnasium, kitchen and cafeteria. It will also help preserve open space along a major arterial while allowing the private school to recoup the development potential of the site lost due to the provision of the public right-of-way through the site.

STAFF: Gwen Wright, Chief, Development;
Gary Wagner, Principle Planner, Development; and
Kristen Mitten, Urban Planner, Development.

IX. STAFF RECOMMENDATION:

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

SPECIAL USE PERMIT:

1. The special use permit be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z) (SUP #2491)
2. The total number of students enrolled shall be limited to 275, in grades kindergarten through eight, as requested by the applicant. (P&Z) (SUP #2000-0140)
3. The staff for the school (including teachers, administrators and others) shall not exceed 50 in number. (PC) (SUP#2491)
4. The school shall regularly operate between 8:00 A.M. to 4:00 P.M., Monday through Friday, with occasional night meetings, as requested by the applicant. (P&Z) (SUP #2000-0140)
5. The before and after school program shall operate between 7:00 A.M. to 8:30 A.M and from 4:00 P.M. to 6:00 P.M., Monday through Friday, as requested by the applicant. (P&Z) (SUP #2491)
6. **[CONDITION AMENDED BY STAFF]** All loading and unloading of children shall take place exclusively on-site, except during construction of the proposed addition with the following restrictions:
 - a. All loading and unloading of children during construction shall take place in the parking lot of the Del Ray Baptist Church as depicted on sheet 13 of the preliminary site plan.
 - b. Crossing guard shall be in place at the Russell Road crosswalk during all drop-off and pick-up times.
 - c. Teachers shall park in the lot prior to student drop-off and leave after student pick-up. (P&Z)
7. The school shall actively monitor the student drop-off and pick-up so that cars leaving and waiting for students are parked and stacked in appropriate places and leave the site as quickly as possible with as little disruption as possible for neighboring residents. (P&Z) (SUP #2000-0140)
8. The school shall encourage carpooling for the transportation of students and have a staff and/or volunteer person designated to coordinate carpooling. (PC) (SUP #2491)

9. The applicant shall encourage its staff to use mass transit or to car pool when traveling to and from the school, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of car pooling opportunities. (P&Z) (SUP #2000-0140)
10. The school administration shall contract the Crime Prevention Unit of the Alexandria Police Department regarding safety programs for the students. (Police) (SUP #2000-0140)
11. ~~[CONDITION DELETED BY STAFF] The applicant shall construct a handicapped accessible pathway from the edge of the Del Ray Baptist Church parking lot to the painted crosswalk on Russell Road. Work within the right-of-way shall meet city design standards. (T&ES) (SUP #2000-0140)~~
12. ~~[CONDITION DELETED BY STAFF]The last 40 feet of the drive aisle in front of the Alexandria Country Day School shall be designated as an emergency vehicle easement. The area shall be a minimum of 40 feet long and 22 feet wide, and be to the satisfaction of the Director of Code Enforcement. (Code) (SUP #2000-0140)~~
13. No deliveries by truck or private trash pick-up shall occur before 8:00 A.M. (P&Z) (SUP #2000-0140)
14. **[CONDITION AMENDED BY STAFF]** The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, after approval and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions; or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z) (Police)
15. Provide a menu or list of foods to be handled at this facility to the Health Department prior to the kitchen becoming operational. (Health)
16. Prior to the release of the final site plan, a notice of the 5,692 sq. ft. reduction of allowable density for the vacant lot (Outlot A), located at 2500 Russell Road, shall be recorded among the City Land Records. (P&Z)

PARKING:

17. The school shall provide at least one parking space for each full-time staff member and one parking space for every two part-time staff members, plus ten additional spaces for visitors. (PC) (SUP #2491)

18. ~~[CONDITION DELETED BY STAFF]The applicant shall maintain a minimum of 56 on-site parking spaces and shall restripe the parking area to the satisfaction of the Directors of Transportation and Environmental Services and Planning and Zoning- (P&Z) (SUP #2000-0140)~~
19. The applicant shall maintain a minimum of 41 on-site parking spaces with the remaining required spaces provided in the parking lot of the Del Ray Baptist Church per the agreement discussed in the staff report. In the event that the Del Ray Baptist Church parking lot is no longer available to the school, the applicant shall restripe the school parking lot to accommodate all required parking on-site to the satisfaction of the Directors of P&Z, T&ES and RP&CA. If necessary, the child drop-off area can accommodate 19 standard parking spaces. (P&Z)
20. Some parking for the school may be located off-site, including parking for special events which shall not exceed 20 in number per year. The school will make arrangements to provide parking at an off-site location for the special events. There will be no parking on off-site public or private streets for any school events. (P&Z) (SUP #2000-0140)
21. Reorganize the six (6) parking spaces, at the south end of the access drive, and relocate the ADA pathway in between the parking spaces and the play area as generally depicted in *Attachment #4*. Provide wheels stops for these spaces to protect the pathway. (P&Z)

PEDESTRIAN/STREETSCAPE:

22. 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 2 trash receptacles. Receptacles shall be Iron Site Bethesda Series, Model SD-42 decorative black metal trash cans by Victor Stanley and shall be located next to the entrance to the soccer field (in the public right-of-way) and on the southwest corner of Russell Road and Charles Alexander Court to the satisfaction of the Directors of T&ES, P&Z and RP&CA. (T&ES) (P&Z) (RP&CA)
23. Provide thermoplastic ladder style ADA accessible pedestrian crosswalks at the crossing of Charles Alexander Court and Russell Road and another at the mid-block connection between the main campus and the soccer field on Charles Alexander Court, designed to the satisfaction of the Directors of T&ES and P&Z. Provide appropriate safety signage for the mid-block crosswalk. (T&ES) (P&Z)
24. The applicant shall provide three (3) short-term/visitor bicycle parking racks at ground level preferably located within 50 yards of the building entrance. If a suitable location immediately visible to visitors cannot be found, the Applicant shall provide MUTCD compliant (D4-3) signs indicating location of bicycle parking. Racks may not be more than 200 yards from the building entrance. City of Alexandria bicycle parking standards and details for acceptable locations are available from the Department of T&ES or at: <http://www.alexandriava.gov/bicycleparking>. (T&ES)

25. The applicant shall construct an accessible pathway from the edge of the Del Ray Baptist Church parking lot to the painted crosswalk on Russell Road. Work within the right-of-way shall meet city design standards. (T&ES) (SUP #2000-0140)

BUILDING:

26. The applicant shall provide the following building refinements to the satisfaction of the Director of P&Z:
- a. Continue precast stripe through recessed panels around addition.
 - b. Provide a synthetic slate roofing material on the addition to match the materials and color of the existing roof.
 - c. Provide a projecting brick water table to provide definition around base to break up mass of building addition. (P&Z)
27. The applicant shall hire a LEED accredited professional as a member of the design and construction team. The proposed school addition shall achieve the points necessary under the U.S. Green Building Council's system for LEED-NC certification. The applicant shall achieve the seven (7) LEED Prerequisites and include at least 26 LEED points. The following shall be submitted and are subject to the satisfaction of the Directors of P&Z and T&ES:
- a. Include in the final site plan, a Green Building plan with a LEED Scorecard and narrative detailing how each prerequisite and point is proposed to be achieved.
 - b. Prior to the issuance of the last certificate of occupancy for the addition, submit verification that the elements to earn the above specified numbers of LEED points have been achieved. (P&Z) (T&ES)
28. Demonstrate that 50% of the demolition, construction, and land clearing debris, generated by the project, will be diverted from landfill disposal. For tracking purposes, the following shall be submitted and are subject to the satisfaction of the Directors of T&ES and P&Z:
- a. Include in the final site plan, a program outlining the specific waste streams and identify the means by which waste will be managed (reused, reprocessed on site, removed by licensed haulers for reuse/recycling, etc.).
 - b. On the demolition sheet of the final site plan, reference the recycling/reuse program and corresponding plan sheet number.
 - c. As part of the request for a certificate of occupancy permit for the addition, a letter certifying that the recycling and reuse program has been implemented as approved shall be signed and submitted by a registered architect to the Department of P&Z. (P&Z) (T&ES)

OPEN SPACE/LANDSCAPING:

29. The school shall provide a playing field on-site of at least 6,000 square feet in size, or make arrangements for the use of the recreation area designated on the plat attached to the application. (PC) (SUP #2491)
30. **[CONDITION AMENDED BY STAFF]:** The school shall not construct or install any chain link fence unless it is four feet or less in height and appropriately screened from Russell Road and Woodland Terrace. No fence, regardless of height, shall be located on the main campus between Russell Road and the building restriction line of the main entrance to the school. (PC) (P&Z)
31. 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 RP&CA, P&Z, 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 planting details for all proposed conditions including street trees, multi-trunk trees, shrubs, perennials, and groundcovers.
 - d. Provide crown area coverage calculations in compliance with City of Alexandria Landscape Guidelines. Indicate tabulations for existing trees, existing trees to be removed and trees to be provided.
 - e. Ensure coordinated location and direction of service openings and required clearances for above grade utilities such as transformers, telephone, HVAC units and cable boxes. Minimize conflicts with plantings, pedestrian areas and major view sheds. Do not locate above grade utilities in open space, view sheds or in conflict with vegetation to be preserved. (RP&CA) (P&Z)
32. The following modifications to the landscape plan and supporting drawings are required:
 - a. Provide replacement evergreen plantings for evergreen trees lost due to development along the west property line. Coordinate species and location with the City Arborist.
 - b. In compliance with City of Alexandria Landscape Guidelines, provide a screen hedge along the Russell Road and Charles Alexander Court frontages of the parking area.
 - c. Provide 5 understory ornamental deciduous trees such as *Cercis canadensis* Sp. or *Amalanchier* Sp. interspersed with existing plantings along Russell Road.
 - d. Provide 5-7 large shade trees (*Quercus* Sp. or *Ulmus* Sp.) adjacent to the corner of Russell Road and Woodland Terrace to mitigate site disturbance from installation of site utilities. If fewer than 7 large shade trees are provided, the location of the

- trees shall be field verified by the City Arborist in coordination with the applicant prior to installation.
- e. Provide a combination of evergreen tree and deciduous tree plantings along the base of the retaining wall to mitigate its impact on site.
 - f. Provide grass sod for all areas affected by construction within the limits of disturbance.
 - g. Provide grass sod and large shade trees in planting islands in the parking area.
 - h. Provide appropriate landscaping to screen the chain link fence, surrounding the soccer field, from Russell Road. (RP&CA) (P&Z)
33. Provide a site irrigation/water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA and Code Enforcement. 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.
- a. Provide external water hose bibs continuous at perimeter of the new addition. Provide at least one accessible hose bib on all building sides at a maximum spacing of 90 feet apart. Provide an exhibit demonstrating location.
 - b. Hose bibs and ground wet water connections must be fully accessible and not blocked by plantings, site utilities or other obstructions. (RP&CA) (P&Z)
34. Provide material, finishes, and architectural details for all retaining walls, seat walls, decorative walls, and screen walls. Design and construction of all walls shall be to the satisfaction of the Directors of RP&CA, P&Z, Code and T&ES.
- a. All newly constructed retaining walls shall be of high quality material such as brick, stone or concrete with masonry veneer. Segmental, manufactured block system, “lock & load” system, timber or tie walls shall not be permitted.
 - b. Provide a full front elevation drawing of each retaining wall.
 - c. Provide sections of each retaining wall that depict the walls at the greatest height and average height, excavation and backfill and construction access.
 - d. Information shall include material, finishes and architectural details such as masonry coursing, top of wall and bottom of wall elevations, methods for grade transitions, handrails-if required by code, directional changes, above and below grade conditions in coordination with site grading and existing vegetation.
 - e. Submission of material samples for approval is required as a part of elevation and section drawings.
 - f. Any protective railing atop retaining walls shall be high quality solid member decorative metal.
 - g. Additional retaining walls other than those shown on the preliminary site plan shall be permitted if they are required to protect existing trees or to prevent any extensive grading, or additional tree loss. Walls less than three feet in height shall be dry laid natural stone to match masonry veneer or architecture. Provide drawings that depict the location, scale, massing, materials and height/elevation, including section drawings for all retaining walls on the final site plan.
 - h. Retaining wall weeps and/or associated drainage shall not outflow onto pedestrian areas. All walls shall incorporate sufficient waterproofing and drainage systems

suitable for long term maintenance of construction adjacent to trees, tree roots and in potential hydrologic conditions. (RP&CA) (P&Z) (T&ES)

35. ~~[CONDITION DELETED BY STAFF]: The school shall use best efforts to maintain and preserve all existing trees on the property which is the subject of this special use permit and not remove any specimen or historic trees or trees with a diameter greater than 20 inches without approval of the City arborist. (PC) (SUP #2491)~~
36. The applicant shall employ an ISA certified Arborist to establish, develop and continually monitor during project design, development, construction and maintenance a Preservation and Protection Plan as approved by the City Arborist. The Arborist will serve as liaison to the community throughout the duration of construction. The Plan shall be developed to the satisfaction of the Directors of Recreation, Parks & Cultural Activities, Planning & Zoning and Transportation & Environmental Services prior to release of the Final Site Plan. The Preservation and Protection plan shall, at a minimum:
- a. Provide, a tree conservation and protection program that is developed per the City of Alexandria Landscape Guidelines.
 - b. Clearly identify project phasing and construction access. Provide clear delineation of proposed phased development, including a narrative with timeline.
 - c. Modify limits of construction to protect vegetation to remain. Indicate the location and method for protection and preservation of existing vegetation for inclusion on all plan sheets including demolition, sediment and erosion control, site plan and landscape plan.
 - d. Use of alternative construction methods such as hand excavation or trenchless lateral construction to install utilities, public improvements and infrastructure to ensure the protection of vegetation that is to be preserved.
 - e. If construction impacts neighboring properties, provide documentation that the applicant has notified all adjacent property owners of potential construction impact and loss of existing vegetation. Provide documentation that remedial measures to be taken have been approved by the adjacent property owners.
 - f. All vegetation outside the limits of disturbance, as generally depicted on the preliminary plan, shall be retained, except as may be necessary upon approval of the City Arborist for the prevention or treatment of disease, the removal of dead or damaged trees or other good husbandry practices. Any variation or alteration of the limits of disturbance as depicted on the preliminary plan shall be approved by the City Arborist.
 - g. Provide tree protection for lawn area at the southeast corner of the existing building. (RP&CA) (P&Z)
37. Applicant shall take extreme measures to protect and preserve existing vegetation to remain on-site. The applicant shall follow recommended horticultural practices to insure the health and vitality of the trees designated for protection prior to, during and after construction of the proposed work.
- a. In the event that trees (<12 inches in caliper) which are to be protected, are damaged or die, other than as the result of disease or acts of God, replacement

trees measuring a minimum of 2½" in caliper shall be planted for each inch of caliper that is lost, consistent with the City of Alexandria Landscape Guidelines. At determination of the City Arborist, if suitable space on or off-site cannot be found, a fee in lieu based on market costs for installed and warrantied plantings will be applied. In addition, a fine will be paid by the applicant in an amount not to exceed \$10,000 for each tree that is destroyed if the approved tree protection methods have not been followed.

- b. Replacement trees shall be installed and if applicable the fines shall be paid to the City's Living Landscape Fund prior to the issuance of the last certificate of occupancy permit. (RP&CA) (P&Z)

SITE PLAN / LIGHTING / TRAFFIC:

38. ~~[CONDITION DELETED BY STAFF] The last 40 feet of the drive aisle in front of the Alexandria Country Day School shall be designated as an emergency vehicle easement. The area shall be a minimum of 40 feet long and 22 feet wide, and be to the satisfaction of the Director of Code Enforcement. (Code) (SUP #2000-0140)~~
39. ~~[CONDITION DELETED BY STAFF] Provide lighting of the site to City standards to the satisfaction of the Director of Transportation and Environmental Services in consultation with the Chief of Police. (T&ES) (Police) (P&Z) (SUP #2000-0140)~~
40. ~~[CONDITION DELETED BY STAFF] All lighting shall be directed downward and shall be screened at the sides to avoid glare on the street and on adjacent properties and public rights of way to the satisfaction of the Director of Planning and Zoning. (P&Z) (SUP #2000-0140)~~
41. Provide a lighting plan with the final site plan to verify that lighting meets City standards in areas of new construction, on the access road and in the parking lot. 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 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 the adjacent streets and/or 20 feet beyond the property line on all adjacent properties, and right-of-way. Show existing and proposed street lights and site lights.

- e. The photometric site lighting plan shall be coordinated with architectural/building mounted lights, site lighting, street trees and street lights and minimize light spill into adjacent residential areas.
 - f. Provide 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. Full cut-off lighting shall be used at the development site to prevent light spill onto adjacent properties. (RPC&A)(T&ES)(P&Z) (Police)
42. 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 in a state of disrepair and/or missing adjacent to the proposed development and/or 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. A pre-construction walk/survey of the site shall occur with Construction and Inspection Staff to document existing conditions prior to any land disturbing activity. (T&ES)
43. 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)
44. All Traffic Control Device design plans, Work Zone Traffic Control plans, and Traffic Studies shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES)
45. The Applicant shall show turning movements of standard vehicles in the parking lot as per the latest AASHTO vehicular guidelines and to the satisfaction of the Director of T&ES. (T&ES)
46. The easement plat shall be submitted as part of the submission for first final site plan and shall be approved and recorded prior to the release of the final site plan. (P&Z)

STORMWATER:

47. 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 that the Director of Transportation and Environmental Services (T&ES) 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)
48. 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)
49. The proposed 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)

BMP FACILITIES:

50. 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)
51. 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)
52. 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)
53. 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)
54. 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)
55. Prior to release of the performance bond, a copy of the Operation and Maintenance Manual shall be submitted to the Division of Environmental Quality on digital media. (T&ES)
56. 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)

SOILS / GEOTECHNICAL:

57. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments. (T&ES)
58. Project lies entirely within an area described on historical maps as containing marine clays. Construction methodology and erosion and sediment control measures must account for the presence of marine clay or highly erodible soils. (T&ES)

CONSTRUCTION:

59. 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)
60. 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)
61. The applicant shall identify a person who will serve as liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site and shall be placed on the project sign, to the satisfaction of the Directors of P&Z and T&ES. (T&ES)
62. 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)
63. No major construction staging shall be allowed from Russell Road and Charles Alexander Court. The Applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. (T&ES)
64. The sidewalks 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)

65. 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)
66. During the construction phase of this development, the site developer, their contractor, certified land disturber, or owners other agent shall implement a waste and refuse control program. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of 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)
67. 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; 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)
68. 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)
69. The applicant shall submit a wall check to the Department of P&Z prior to the commencement of framing for the building addition. 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)
70. 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)

NOISE / AIR POLLUTION:

71. The air handling unit proposed on the west roof of the new addition shall be relocated away from adjacent residential area and/or screened and baffled sufficient to meet the noise ordinance in a manner that is visually attractive to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (P&Z)

72. ~~**[CONDITION DELETED BY STAFF]:** The cooling tower shall be screened and baffled sufficient to meet the noise ordinance in a manner that is visually attractive to the satisfaction of the Directors of Planning and Zoning and Transportation and Environmental Services. (PC)~~
73. All exterior building mounted loudspeakers are prohibited. (T&ES)
74. No material may be disposed of by venting into the atmosphere. (T&ES)
75. 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)
76. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)

UTILITIES:

77. All private utilities shall be located outside of the public right-of-way and public utility easements. (T&ES)
78. 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)

ARCHAEOLOGY:

79. To insure the recovery of significant information about Alexandria's past, the applicant must call Alexandria Archaeology immediately (703-838-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
80. The applicant shall not allow any metal detection on this property, unless authorized by Alexandria Archaeology.

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

CITY DEPARTMENT CODE COMMENTS

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

Transportation and Environmental Services

- F-1 The applicant shall provide approximate Stormfilter specifications to verify it will be designed to treat the entire water quality volume (2,549 cf) through sufficient storage volume or treatment flow rate. That applicant is directed to the City design guidance which indicates that flow through devices must be capable of treating a three month storm event where the rainfall intensity is 1.75 in/hr for a 5 minute time of concentration and 1.45 in/hr for a 10 minute time of concentration. (T&ES- OEQ)
- F-2 The note on sheet 8 shall be updated to read that the project is within the Four Mile Run & Timber Branch Watersheds. (T&ES- OEQ)
- F-3 The note on sheet 8 shall be updated to read that the project discharges to the Cameron Run / Potomac River. (T&ES- OEQ)
- F-4 The water quality volume number listed as 2,851 cf on sheet 8 is incorrect and shall be updated. (T&ES- OEQ)
- F-5 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-6 Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F-7 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-8 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-9 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-10 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-11 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-12 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-13 The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition. (T&ES)
- F-14 Show the drainage divide areas on the grading plan or on a sheet showing reasonable information on topography along with the structures where each sub-area drains. (T&ES)
- F-15 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. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development storm water flow from the site is reduced from the pre-development flow. The Plan shall demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES)
- C-2 Per the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, the applicant shall comply with the peak flow requirements and prepare a Stormwater Management Plan so that from the site, the post-development peak runoff rate from a two-year storm and a ten-year storm, considered individually, shall not exceed their respective predevelopment rates. 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.

Recreation Parks & Cultural Activities:

- F-1 Verify velocity performance requirements for 18% pipe slope (shown without dropbox) on stormdrains SD1-SD4.

Health Department:

- F-1 This facility is currently operating as Alexandria Country Day School under an Alexandria health permit, issued to Alexandria Country Day School, Inc.
- C-1 An Alexandria Health Department Permit is required for all regulated facilities.
- C-2 This facility and all modifications must meet current Alexandria City Code requirements for food establishments.
- C-3 Five sets of plans must be submitted to and approved by this department prior to construction/modifications. Plans 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-4 Permits and/or approval must be obtained prior to operation.
- C-5 The facility must comply with the Alexandria City Code, Title 11, Chapter 10, Smoking Prohibitions.
- C-6 Certified Food Managers must be on duty during all hours of operation.
- C-7 Restrooms, including those in common areas, serving the cafeteria, are to meet Alexandria City Code, Title 11, Chapter 2 requirements.

Archaeology:

- F-1 This property was part of the 19th-century estate of Jonathan Lloyd. It is possible that there could have been buried remnants of domestic activities from Alexandria's past on the lot, but it is likely that previous construction activities would have disturbed most of the resources that might have been present.

Code Enforcement:

- F-1 The applicant has included the required Rodent Abatement note. Acknowledged by applicant.
- F-2 The applicant has included a FDC note that indicates the FDC will be located once the fire flow analysis is complete. The applicant must have the FDC in place by Preliminary submission. The applicant has indicated any proposed FDC will not be provided until

after the fire flow analysis is complete. The applicant agrees to provide a new fire hydrant to allow for proper coverage to the western FDC.

- F-3 The applicant shall provide the existing square footage and proposed additional square footage. Provided on Sheet 1.
- F-4 Handicap accessibility during construction is not acceptable. The applicant has discussed with Code Enforcement handicap accessibility to the building during construction and it has been deemed acceptable by Code Enforcement.
- F-5 Provide the proposed western turnaround area on the grading plan. Provided on Sheet 7 of 14.
- C-1 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. **A note has been added to Sheet 6 of 14.**
- C-2 A soils report must be submitted with the building permit application. Acknowledged by applicant.
- C-3 Modified means of egress from existing building into new addition must meet the requirements of the USBC. Applicant indicates that the plans meet the requirements of USBC 2003.
- C-4 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). Applicant indicates construction will comply with USBC 2003.
- C-5 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC). Applicant indicates alterations will comply with USBC 2003.
- C-6 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) floor area per floor; e) fire protection plan. Building Code analysis has been provided on Sheet 9. **The applicant indicates offices are part of the proposed addition; however, this information is not included within the project description (Sheet 1 of 14). The applicant shall indicate within the Building Code Analysis that a NFPA 13 system will be provided per previous response.**
- C-7 Prior to submission of the Final Site Plan, 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 applicant shall submit three wet stamped copies of the fire flow analysis performed by a certified licensed**

fire protection engineer. The three copies shall be submitted to the Site Plan Division of Code Enforcement, 301 King Street, Suite 4200, Alexandria, VA 22314.

- C-8 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 119.1. Acknowledged by applicant.
- C-9 The proposed addition shall be equipped with an automatic fire sprinkler system in accordance with NFPA 13 and the USBC. The plan indicates that the addition shall be sprinklered throughout; however, additionally it shall be sprinklered in accordance with NFPA 13 and USBC. **The applicant indicates that the plans have been revised to be in accordance with NFPA 13 and USBC.**
- C-10 Construction and staging shall remain clear of Emergency Vehicle Easements Fire Hydrants and Fire Department connections. Location and phasing of construction staging and equipment shall be to the satisfaction of the Director of Transportation and Environmental Services and the Director of Code Enforcement. Acknowledged by applicant, see Sheet 6.
- C-11 The developer shall provide a separate Fire Service Plan which illustrates: a) emergency ingress/egress routes to the site; b) one fire department connection (FDC) to the building, to be located on the street front, address side 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. The plans show an existing FDC that is 146 feet from the nearest fire hydrant. The application shall provide an additional fire hydrant located no less than 40 feet and no more than 100 feet to the existing FDC. The additional hydrant will improve hydrant coverage of the site. A new fire hydrant is proposed at the northwest entrance along Charles Alexander Court (See sheet 5 of 9). Code requirement met.
- C-12 The applicant shall indicate the distance from the Fire Hydrant to the nearest FDC on the Fire Service Plan. Code requirement met.
- C-13 The applicant shall have all turning movements comply with an R-25 turning radius and shall indicate the turning radius on the Fire Service Plan. The turning movements have been provided on Sheet 12 and meet the requirements for access to the site. The applicant shall also provide the turning movements as it relates to the proposed additional parking located directly in front of the main entrance.
- C-14 The final site plans shall show placement of fire easement signs. See attached guidelines for sign details and placement requirements. Acknowledged by applicant.

Alexandria City Code EVE Sign Dimension Requirements

A107.2 Sign Specifications. Emergency vehicle easement signs shall be metal construction, 12-inches wide and 18 inches in height. Provide red letters on reflective white background with a 3/8-inch red trim strip around the entire outer edge of the sign. The lettering shall say "NO PARKING," "EMERGENCY VEHICLE EASEMENT," "EM. VEH. EAS," and "City of Alex.," and be placed as shown in Figure A107.1, A107.2 and A107.3. Lettering size shall be as follows: "NO PARKING" - 2 inches, "EMERGENCY VEHICLE EASEMENT" -2 1/2 inches. EM. VEH. EAS. - 1 inch, CITY OF ALEX. - 1/2 inch. Directional Arrows - 1 inch by 6 inches solid shaft with solid head - 1 1/2 inches wide and 2 inches deep (See Figures A107.1, A107.2, A107.3 for examples). Signs shall be mounted with the bottom of the sign 7 feet above the roadway, and shall be properly attached to a signpost or other approved structure such as designated by the Director of Code Enforcement. Posts for signs, when required, shall be metal and securely mounted. Signs shall be parallel to the direction of vehicle travel and posted so the directional arrows clearly show the boundaries and limits of the Emergency Vehicle Easement. In areas where emergency vehicle easements involve two-way traffic, double mounted signs shall be provided. The maximum distance between signs shall be 100 feet. Other special signs or modifications to emergency vehicle easement signs shall be approved by the Director of Code Enforcement.

- C-15 Handrails must comply with USBC 1009.11. Acknowledged by applicant.
- C-16 The new handrails must comply with USBC for a minimum/maximum height of 30 to 34 inches. The ends must extend 12" beyond the top and bottom risers. The handgrip position must not be more that 2-1/4" in cross-sectional dimension, or the shape must provide an equivalent gripping surface. The handgrip portion must have a smooth surface with no sharp corners. The space between the wall and handrail must not be less that 1-1/2". Acknowledged by applicant.
- C-17 The handicapped ramp must comply with the requirements of USBC 1010.1. The front approach to the exterior door (which is on the pull side) must comply with the landing requirements of USBC 1010.6. Handrails must comply with USBC 1010.8 Acknowledged by applicant.
- C-18 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided. Acknowledged by applicant.
- C-19 The applicant shall comply with the applicable accessible signage requirements of USBC 1110 during and after construction.**

ATTACHMENT #1 – Recently Adopted Section 7-2300 of Zoning Ordinance

ORDINANCE NO. 4522

AN ORDINANCE to amend Article VII (SUPPLEMENTAL ZONE REGULATIONS), of the City of Alexandria Zoning Ordinance, by adding thereto a new Section 7-2300 (INCREASED DENSITY FOR PRIVATE SCHOOLS, ACADEMIC), in accordance with the text amendment heretofore approved by city council as Text Amendment No. 2008-0001.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Article VII of the City of Alexandria Zoning ordinance, be, and the same hereby is, amended by adding thereto a new Section 7-2300 to read as follows:

Sec. 7-2300 Increased density for private schools, academic.

Notwithstanding any contrary provision in this ordinance, a private school, academic, located in a residential zone, whose campus consists of two or more lots or parcels of land, at least one of which is vacant and is separated from the balance of the campus by a public right-of-way, may be constructed, expanded or reconstructed to a size which exceeds the density permitted by the applicable zone regulations; provided, that such construction, expansion or reconstruction is approved by special use permit; and, provided further, that no increase in height above the height permitted in the zone shall be approved. Any density increase attributable to the transfer of density from the vacant lot or parcel and utilized for the construction, expansion or reconstruction of the use shall reduce the density available for any development of the vacant lot or parcel. A notice of such reduction in density on the vacant lot or parcel shall be approved by the City and recorded among the land records. Such reduction shall run with the and, and bind successors in interest.

Section 2. That Article VII, as amended by this ordinance be, and the same hereby is, reordained as part of the City of Alexandria Zoning Ordinance.

Section 3. That this ordinance shall become effective on the date and at the time of its final passage, and shall apply to all applications for land use, land development or subdivision approval provided for under the City of Alexandria Zoning Ordinance which are on such date pending before any city department, agency or board, or before city council, shall apply to all such applications which may be filed after such date, and shall apply to all other facts and circumstances subject to the provisions of the City of Alexandria Zoning Ordinance, except as may be provided in Article XII of the Zoning Ordinance.

WILLIAM D. EUILLE
Mayor

Final Passage: March 15, 2008

ATTACHMENT #4 – Relocated Pathway

