

DATE: May 22, 2026

TO: Tony LaColla, AICP, Land Use + Preservation Division Chief
Department of Planning and Zoning

FROM: Rachel Drescher, Principal Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2026-00021
Administrative Review for New Use
Site Use: Motor vehicle parking or storage for more than 20 vehicles
Applicant: Alexandria City Public Schools
Location: 3331 Potomac Avenue
Zone: CDD#19 / Coordinated Development District #19
Underlying I/Industrial

Request

Special Use Permit #2026-00021 is a request to operate a temporary parking area for more than 20 vehicles for Alexandria City Public School (ACPS) at 3331 Exchange Avenue. The applicant proposes using the parking lot to store school buses for a period of three months while construction of the new fuel station at Wheeler Avenue is being completed.

Background

The school bus parking area for ACPS on Wheeler Avenue is currently unavailable due to construction of a new fueling station. The construction is anticipated to be completed by July 2026. Consequently, ACPS is seeking to temporarily use the property at 3331 Exchange Avenue to park 22 buses while this construction is being completed.

The subject property where the parking area is proposed is a part of the North Potomac Yard Small Area Plan. In 2020, City Council approved several master plan amendments, development special use permits, subdivisions to develop North Potomac Yard with the Virginia Tech Innovation Center with office, commercial, and residential uses on nearby properties. Coordinated Development District Concept Plan, CDD #2019-00008, designates the future land use of the property at 3331 Exchange Avenue as office, residential, and retail. Currently, the property is vacant.

Community Outreach

Public notice was provided through eNews, via the City’s website, and by posting a placard on the site. Notice was also sent via email to the Potomac Yard Civic Association. No comments were received regarding the application.

Staff Action

Staff does not object to the applicant’s request for a temporary parking area at this location. The

parking area is a reasonable temporary use at this location to provide parking for 22 school buses. Staff does not anticipate negative impacts in the short-term as the area is surrounded by commercial uses, vacant land, and the Potomac Yard metro station. Staff would like to note that parking is not suitable in the long-term as this site is planned as a part of the North Potomac Yard redevelopment. To limit the duration of the parking lot, staff has included Condition #2, requiring the Special Use Permit to expire on August 30, 2026. Staff has also included Condition #3 to limit the number of buses that can be parked on site. Staff has included standard conditions associated with parking areas.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: May 22, 2026
Action: Approve



Tony LaColla, AICP
Land Use + Preservation Division Chief

- Attachments: 1) Special Use Permit Conditions
2) City Department Comments
3) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2026-00021

The new owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The Special Use Permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. The Special Use Permit shall expire on August 30, 2026. (P&Z)
3. No more than 25 buses shall be parked at the site. (P&Z)
4. Adequate spill kits shall be available on site. (SWM)
5. A spill contingency response plan shall be available on site for all operators. (SWM)
6. No washing of vehicles is permitted on site, and vehicular cleaning must be completed at an appropriate facility. (SWM)
7. No vehicles shall be permitted to idle for more than 10 minutes when parked, per 9 VAC 5-40-5670 of the Virginia State Code. (OEQ)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- C-1 Ensure adequate spill kits are available on site for temporary relocation of buses. (SWM)
- C-2 Have appropriate spill contingency response plan available on site for all operators. (SWM)
- C-3 No washing of vehicles is permitted on site; vehicular cleaning must be completed at an appropriate facility. (SWM)
- C-4 No vehicles shall be permitted to idle for more than 10 minutes when parked, per 9 VAC 5-40-5670 of the Virginia State Code.

Code Enforcement:

No comments.

Health Department:

No comments.

Parks and Recreation:

- R-1 The North Potomac Yard Park, as well as the Metro Station area, is intended to be a significant pedestrian hub and a visioned development area, promoted as part of the National Landing initiative to foster economic development and placemaking opportunities. According to recent pedestrian counts conducted by the City of Alexandria, the area regularly sees more daily crossings at key intersections, underscoring its role as an active corridor for foot and bicycle traffic. Staff prefers that the area remain a development area and continue to provide easy access for pedestrians, bikers, and families using the park network. Introducing parking, even temporarily, would be a departure from the established vision for the area. In addition, parking utilization studies in the Potomac Yard commercial area show average peak occupancy rates of just 74 percent, indicating available parking capacity nearby. Therefore, staff recommends evaluating other areas in close proximity that offer easy egress and access to parking and prioritizing pedestrian-friendly improvements in the core park and Metro Station areas.

Police Department:

No comments received.

Fire:

No comments or concerns.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2026-00021. The undersigned also hereby agrees to obtain all applicable licenses and permits required for motor vehicle parking for more than 20 vehicles at 3331 Exchange Avenue.

Amanda Oen
Applicant - Signature

5/28/26
Date

Amanda Oen
Applicant - Printed

5/28/26
Date