





DATE: June 29, 2017

TO: Alex Dambach, Land Use Regulatory Services Division Chief  
Department of Planning and Zoning

FROM: Ann Horowitz, Planner  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2017-0059  
Administrative Review for New Use  
Site Use: Temporary Trailers  
Applicant: Alexandria City Public Schools  
Location: 5000 Polk Avenue (James K. Polk Elementary School)  
Zone: R-12 & R-20

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### **Request**

Special Use Permit #2017-0059 is a request to install five temporary trailers at James K. Polk Elementary School, located at 5000 Polk Avenue. The five trailers would be grouped at the rear of the south side of the school to create four pre-kindergarten classrooms, accessed by an interior corridor. The trailers each measure 13'4" wide by 60' long and are 13'6" in height. The total area of the five trailers is 4,098 square feet. The trailers would be installed 2'6" above the ground.

Classes would be held between 7:30 a.m. and 4:00 p.m., Monday through Friday, September through June, during the 2018-2019 academic years. A total of 72 students and six teachers would be accommodated in the four classrooms.

### **Parking**

According to Section 8-200(A)(11) of the Zoning Ordinance, one parking space is required for every 25 elementary students and two spaces are required for every pre-kindergarten classroom. The school provides 31 parking spaces for the existing 756 elementary students in the 46 spaces available on-site. An additional eight parking spaces are required for the four pre-kindergarten classrooms, mandating that the applicant provides a total of 39 parking spaces. The 46 on-site parking spaces exceed the number that the Zoning Ordinance requires.

### **Community Outreach**

Public notice was provided through eNews, via the City's website, and by posting a placard at the site. In addition, the Brookville Seminary Valley Civic Association and the Seminary Hill Association were notified. Staff received one comment from a resident regarding the length of time the trailers would be on the premises.

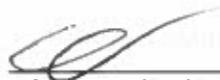
**Staff Action**

Staff supports the use of five classroom trailers to temporarily accommodate four pre-kindergarten classrooms. The trailers are easily accessible to the school building and are located at a distance of approximately 90 feet from the nearest residence. Noise impacts are not expected, nonetheless, the applicant is required to adhere to the City's noise ordinance, as stated in Condition 8. In addition, noise mitigation methods for HVAC units are required in Condition 13. The temporary nature of the classroom trailers is ensured in Condition 2, requiring their removal no later than August 31, 2019.

Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: June 29, 2017  
Action: Approved



Alex Dambach, Land Use Regulatory Services Division Chief

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

**CONDITIONS OF SPECIAL USE PERMIT #2017-0059**

1. Five temporary trailers shall be located as indicated on the application to the satisfaction of the Director of Planning & Zoning. (P&Z)
2. The SUP approval for the temporary trailers shall expire on August 31, 2019. (P&Z)
3. The applicant shall replace and relocate any trees, which are removed as a result of the installation of the temporary trailers, on the school property to the satisfaction of the Director of Planning & Zoning. (P&Z)
4. On the basis of the SUP application, a land disturbance of greater than 2,500 sq. ft. is expected, which will trigger the submission of a grading plan that must be approved by the City of Alexandria before any land disturbance activity can be undertaken. The grading plan shall comply and meet all the requirements listed in the grading plan checklist, City Code, Article XIII Environmental Management Ordinance of the City of Alexandria, and described in various Memorandums to the Industry. If the expected land disturbance is less than 2,500 square feet then the applicant will submit Land Disturbance and Drainage Certificates along with the site plan showing topography, drainage, and grading. (T&ES)
5. The grading plan shall provide wastewater generation computations from the proposed development in accordance with Memorandum to Industry 06-14 dated June 20, 2014 on New Sanitary Sewer Connection and Adequate Outfall Analysis - Updated. The memo is available on the City's website at: (T&ES)  
<http://www.alexandriava.gov/uploadedFiles/tes/info/MemoToIndustry06-14.pdf>
6. If the municipal wastewater generated from the proposed development shall be less than 10,000 GPD then no sanitary sewer adequate outfall analysis is required; however, if the wastewater flow is greater than 10,000 GPD then a sanitary sewer adequate outfall analysis shall be completed per the referenced memorandum. The wastewater generation computations must include any additional wastewater generated from enhanced food preparation activities in the kitchen. (T&ES)
7. A memorandum of understanding for the maintenance of an oil & grease separator shall be signed by the ACPS with the City of Alexandria. (T&ES)
8. The use must comply with the city's noise ordinance. All loudspeakers shall be prohibited from the exterior of the trailers, and no amplified sounds shall be audible at the property line. (T&ES)
9. Applicant shall be responsible for repairs to the adjacent City right-of-way if damaged during construction activity. (T&ES)

10. No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
11. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
12. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least once a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
13. The HVAC unit shall be installed in a noise reducing enclosure or a low-noise HVAC unit that meets the City's noise code at all property lines shall be installed.(T&ES)
14. The temporary trailers shall have a form of hardline communication to the main office, including telephone and warning system in the event of a lockdown. (P&Z)
15. The Director of Planning and Zoning shall review the Special Use Permit 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)

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 On the basis of the SUP application, a land disturbance of greater than 2,500 sq. ft. is expected, which will trigger the submission of a grading plan that must be approved by the City of Alexandria before any land disturbance activity can be undertaken. The grading plan shall comply and meet all the requirements listed in the grading plan checklist, City Code, Article XIII Environmental Management Ordinance of the City of Alexandria, and described in various Memorandums to the Industry. If the expected land disturbance is less than 2,500 square feet then the applicant will submit Land Disturbance and Drainage Certificates along with the site plan showing topography, drainage, and grading. (T&ES)
- R-2 The grading plan shall provide wastewater generation computations from the proposed development in accordance with Memorandum to Industry 06-14 dated June 20, 2014 on New Sanitary Sewer Connection and Adequate Outfall Analysis - Updated. The memo is available on the City's website at: (T&ES)  
<http://www.alexandriava.gov/uploadedFiles/tes/info/MemoToIndustry06-14.pdf>
- R-3 If the municipal wastewater generated from the proposed development shall be less than 10,000 GPD then no sanitary sewer adequate outfall analysis is required; however, if the wastewater flow is greater than 10,000 GPD then a sanitary sewer adequate outfall analysis shall be completed per the referenced memorandum. The wastewater generation computations must include any additional wastewater generated from enhanced food preparation activities in the kitchen. (T&ES)
- R-4 A memorandum of understanding for the maintenance of an oil & grease separator shall be signed by the ACPS with the City of Alexandria. (T&ES)
- R-5 The use must comply with the city's noise ordinance. All loudspeakers shall be prohibited from the exterior of the trailers, and no amplified sounds shall be audible at the property line. (T&ES)
- R-6 Applicant shall be responsible for repairs to the adjacent City right-of-way if damaged during construction activity. (T&ES)
- R-7 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)

- R-8 Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-9 Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least once a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-10 The HVAC unit shall be installed in a noise reducing enclosure or a low-noise HVAC unit that meets the City's noise code at all property lines shall be installed.(T&ES)
- C-1 A Grading Plan or a Minor Site Plan Amendment showing all improvements and alterations to the site shall be required prior to any land disturbing activities and must be approved prior to issuance of a building permit. (5-6-224) (T&ES)
- C-2 An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2500 square feet subject to the Exceptions described in Section 5-4-5. (Sec.5-4-1.1) (T&ES)
- C-3 The applicant shall comply with the provisions of Article XIII Environmental Management Ordinance of the City of Alexandria. (T&ES)
- C-4 All improvements to the City right-of-way such as curbing, sidewalk, driveway aprons, etc. must be City standard design. (Sec.5-2-1) (T&ES)
- C-5 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer per the requirements of Memorandum to Industry 05-14 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 per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224)
- C-6 HVAC units located in any required yard must comply with Zoning Ordinance Section 7-202 (B)(5). (T&ES)
- C-7 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-361) (T&ES)
- C-8 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. (T&ES)

Code Enforcement:

No comments received

Fire Department:

No comments or concerns

Health Department:

No comments received

Parks and Recreation:

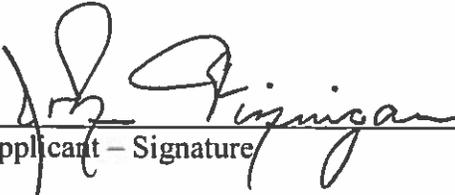
No comments received

Police Department:

No comments received

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2017-0059. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the temporary trailers at 5000 Polk Avenue.

  
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Applicant - Signature

7/12/17  
Date

JOHN FINNIGAN  
Applicant - Printed

7/12/17  
Date