

DATE: July 24, 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 #2017-0060
Administrative Review for New Use
Site Use: Temporary Trailers
Applicant: Alexandria City Public Schools
Location: 3330 King Street (T.C. Williams High School)
Zone: R-20

Request

Special Use Permit #2017-0060 is a request to install 12 temporary trailers for classrooms at T.C. Williams High School King Street campus, located at 3330 King Street. The applicant states that the trailers are necessary due to the increase in the City's high school student population and to minimize school crowding. The twelve trailers would be grouped to create three buildings with six classrooms which could accommodate approximately 150 students. Classes would be held between 7:30 a.m. and 4:00 p.m., Monday through Friday, September through June, and through the 2021-2022 academic school year.

The trailers would be located on a 9,300 square foot median that is surrounded by a drive aisle /bus loop. The location would be to the west of the school building and to the south of the parking garage. The trailers each measure 12' wide by 34' long and are 14'6" in height. The trailers would be installed 2'6" above the ground. The combined footprint of the trailers would be 4,896 square feet.

As a drive aisle/bus loop surrounds the area where the trailers would be installed, the applicant proposes the following plan to ensure student safety and emergency vehicle access:

The plan has varying components aligned with the time of day. Upon morning arrival, the school will have staff located at various points along the traffic corridors to facilitate ingress/egress. One staff member will be stationed at the King Street main entrance. The responsibility of this staffer will be to direct drop-off traffic to the Chinguapin Drive entrance (all student drop-off traffic) and allow ingress of vehicles for the garage parking. Another staffer will be stationed in the entrance drop-off loop at the garage entrance. This individual will keep garage parking segregated from the entrance drop-off loop (restricted to handicapped and designated users). Three staff personnel will be located along the bus loop to ensure no student vehicular access and keep orderly progression of bus unloading

and student movement to the facility. The loop will be restricted to bus traffic only. The staff members will be staged at the same points during the afternoon dismissal.

During non-loading hours, between the heavily-trafficked arrival and dismissal time periods, the corridors will be monitored at a reduced capacity. However, the bus loop will be closed to all traffic. Traffic signs will note the closure of the loop and staff will place cones across the entrance and exit of the bus loop to prevent vehicular access.

Students in the proposed classroom trailers will respond to fire/emergency evacuation with an evacuation route that exits the trailers on designated pedestrian paths across the bus loop toward the school entrance plaza and then south to the athletic field. In the event of an emergency response (police or fire) to the roadway at the trailer locations, students in the vicinity will be directed to the same evacuation route to the athletic fields to clear the area for emergency personnel.

Two-way communication will take place by staff via school radios. Upon arrival, staff will direct students to the main building and their lockers until bus drop-off is completed. When buses are moved, staff will block bus loop with cones and direct students to the trailers via the painted crosswalk (noted on enclosed map). Similarly, students will be dismissed to the main building/lockers prior to bus cueing. Once trailers are cleared of students, staff will remove cones and allow bus cueing in the bus loop for loading. There will not be any vehicular movement in the bus loop outside of arrival and dismissal times.

Parking

According to Section 8-200(A)(11) of the Zoning Ordinance, one parking space is required for every 10 high school students. The applicant is required to provide 295 parking spaces for the existing 2,943 students. The school site contains 438 parking spaces which exceeds the Zoning Ordinance requirement of 295 spaces.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard at the site. In addition, the Seminary Hill Association and the North Ridge Citizens Association were notified. Staff did not receive comments regarding the application.

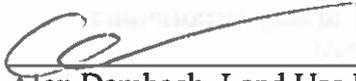
Staff Action

Staff supports the use of twelve classroom trailers to temporarily accommodate six high school classrooms. The trailers are easily accessible to the school building and are located away from residences. The proposed safety plan has been approved by the Fire Department as it satisfactorily addresses student safety and ensures emergency vehicle access. Staff has included Condition 4 to require that the safety plan is executed. Noise impacts are not expected, nonetheless, the applicant is required to adhere to the City's noise ordinance, as stated in Condition 10. In addition, noise mitigation methods for HVAC units are required in Condition 15. The temporary nature of the classroom trailers is ensured in Condition 2, requiring their removal no later than August 31, 2022.

Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: July 24, 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 #2017-0060

The applicant 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) (SUP 2056)
2. Twelve temporary trailers shall be located as indicated on the application to the satisfaction of the Director of Planning & Zoning. (P&Z)
3. The SUP approval for the temporary trailers shall expire on August 31, 2022. (P&Z)
4. The applicant shall adhere to the safety plan as proposed in the staff report, diagrammed on the attached map, and approved by the Fire Department. (P&Z)
5. 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)
6. 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)
7. 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>
8. 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)
9. 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)

10. 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)
11. Applicant shall be responsible for repairs to the adjacent City right-of-way if damaged during construction activity. (T&ES)
12. 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)
13. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
14. 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)
15. 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)
16. 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)
17. A minor amendment to the site plan is required. (T&ES)
18. 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:

- F-1 The following comments are for SUP review only. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon that information and the building permit plans. If there are any questions, the applicant may contact Charles. Cooper@alexandriava.gov or 703-746-4197.
- C-1 Proposed trailer placement for a classroom use on school grounds will require building, trade permits and inspections prior to occupancy.
- C-2 New construction/Site trailer must comply with the current edition of the Uniform Statewide Building Code (USBC) and city policy.
- C-3 Location of trailers will need to be approved by the fire department prior to placement do to the proximity to the existing emergency vehicle access road.
- C-4 Temporary classroom trailers shall be accessible to persons with physical disabilities. Additional information pertaining to accessible features will need to be provided on your submitted plans at the time of permit application.

Fire Department:

- C-1 Applicant shall devise a traffic management plan to handle all traffic in EVE on the ingress/egress side of the trailers. This plan shall include what actions will be taken if an emergency vehicle (police or fire) responds to the roadway school at the trailer location. However, it is the recommendation of the Fire Department to close the road during school hours to permit all students, visitors, and school personnel safe access to and from the trailers.

Health Department:

No comments received

Parks and Recreation:

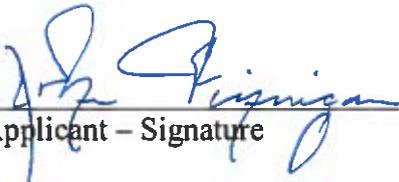
No comments received

Police Department:

No comments received

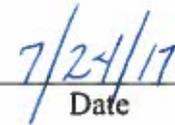
STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2017-0060. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the temporary trailers at 3330 King Street.


Applicant - Signature


Date

JOHN FINNIGAN
Applicant - Printed


Date



NOTES:

Bus Loop hours: 8 to 8:30 AM drop off
3 to 3:30 PM pick up
(Staff present during these times)

Rascallabas classroom hours: 8:30 AM to 3:00 PM

Security: periodic site walks

Synoptic: Bus Traffic Only