



DEPARTMENT OF PLANNING AND ZONING  
301 KING STREET, ROOM 2100  
ALEXANDRIA, VA 22314

Phone (703) 746-4666  
Fax (703) 838-6393

Sent via E-mail

May 2, 2016

Jack Perkins  
Elm Street Development  
1355 Beverly Road, Suite 240  
McLean, VA 22101  
(703) 734 – 9730

Re: Oak Grove Extension (DSP#2016-00016)  
1400 Janneys Lane

Dear Mr. Perkins,

This letter serves to inform you that the application you filed for the referenced Development Site Plan is considered complete, pending submittal of the following additional information:

- Updated Cover Sheet (C1.00) showing revised tabulations for the following charts:
  - o **Lot and Building Tabulations** (revise FAR, AFG, Proposed Height, Building Gross SF, Building Net SF, and Open Space)
  - o **Yard Areas** (Setback Area, Driveway Area, and Percent of Yard)
  - o **Yard Tabulations** (Provided Yard)
- Update all submitted sheets, replacing “4/13/16 Minor Amendment #14” to 4/13/16 DSP Extension Update”. And add additional line for updates requested from this letter.

Please submit the above information by Friday, May 6<sup>th</sup>.

Staff is now reviewing the application in preparation for the July 2016 Planning Commission hearing. Please be aware that a letter of support for this extension should be submitted by the Oak Grove neighborhood residents to the Planning Commission in advance of the hearing date.

Within five working days of the date on this letter, the applicant is required to:

- 1) Post the property on all street frontages with signs that meet the description on the attached sheet. The sign shall be maintained at the site until the end of the public hearing process for the proposed project.

As part of the certification of written notice required by Section 11-303(D) the applicant shall submit an affidavit to the Director of Planning & Zoning stating:

- (i) that the required signs have been posted;
- (ii) that such signs have, as of the date of the affidavit, remained on display; and

(iii) that the applicant shall maintain such signs on display until the conclusion of the public hearing process.

- 2) Review the draft notice language below and confirm that it is correct, or provide me with any corrections. Confirmation or corrections must be emailed to me within five working days of this letter.

**Development Site Plan #2016-00016**

**600, 601, 602, 603, 604, 606 President Ford Lane and 1418, 1422, 1424, 1426 Janneys Lane – Oak Grove Extension**

Public hearing and consideration of a request for an extension of previously-approved Development Site Plan with subdivision to construct eight single-family homes (DSP#2004-0005, Oak Grove, 1400 Janneys Lane); zoned R-20/Residential Single-family. Applicant: Elm Street Development, represented by Jack Perkins

The applicant is required to send written notice to the abutting property owners between June 6, 2016 and June 27, 2016.

Staff understands that you have additional modification requests for the site plan area; these requests were received on Wednesday, April 26, after the formal plan and application submission. Please be aware that in order to realize some these changes, your hearing date may need to change to September 2016 or later, depending on staff review and approval periods. Below are staff recommendations regarding procedural information concerning these additional changes to the site plan:

- **Relocation of bus shelter and easement from Lot 8 to the park**  
The bus stop request is an issue that can be resolved separately with the City's Transit Office. Pierre Holloman can be reached at 703-746-4075. Relocation of the bus stop will require removal of the easement on Lot 8 and coordination with the Department of Recreation, Parks, and Cultural Activities to relocate the easement and bus stop there. This change could occur separate from the DSP extension; the hearing could remain set for July 2016.
- **Relocation of trash and recycling pick-up for Lots 8 and 9 from President Ford Lane to the North Quaker Lane**  
The relocation of trash and recycling pick-up should be coordinated by the Resource Recovery Division in the Transportation and Environmental Services Department. Contact the Division for more information.
- **Addition of lighting along the pathway between Lot 8 and 9**  
Independently, the proposed light would constitute a minor site plan amendment.

The Oak Grove neighborhood residents could request this proposed addition in their support letter to the Planning Commission. This change could then come as a request from the Planning Commission at the hearing.

- **Addition of a fence between the curb and sidewalk along North Quaker Lane**  
If included in this DSP extension, the hearing date would have to be postponed. The proposed 42” high fence, open picket design with a top rail would constitute a major site plan amendment and require an encroachment application (and associated fee). Encroachments require inter-departmental review, proper justification, and approval by the Planning Commission and City Council.

If you have any questions, please do not hesitate to call me at 703-746-3817.

Sincerely,  
Emily Oaksford  
Urban Planner, Development

cc: Rob Kerns, Chief, Development  
Gary Wagner, Principal Planner

## Specifications for Applicant Sign to be Installed for All Preliminary DSP and DSUP

### **Notice Content**

The sign shall incorporate the following information:

1. Address or Description of project boundaries
2. Name of applicant and contact phone number
3. Name of project
4. Case number assigned to the project
5. Brief description of the proposed development including proposed use and number of units or square feet, and number of parking spaces
6. Planning & Zoning Department phone number to call for information
7. Date the sign was installed

The heading "PUBLIC NOTICE" should be legible and readable from a vehicle passing along the street, but the rest of the information need only be readable by a person standing at the curb or on the sidewalk.

### **Size and Mounting Height**

The sign panel shall be at least 2 feet by 2 feet and shall be attached with screws to one 4" x 4" or two 2" by 2" treated posts. The center point of the sign shall be 5'-6" above the surface of the ground and the post(s) shall be approximately 1'-6" in the ground. Concrete need not be used to anchor the post(s) but they should be set so the post remains vertical for the entire time it is required.

### **Materials and Finishes**

The sign panel must be fabricated of exterior plywood or sheet metal such that it will remain intact for a period of up to 12 months. The lettering may be applied to the surface or to a separate backing that is laminated to the panel.

Lettering and graphics shall be black on a white background. Color and elaborate graphics should not be used.