

Docket Item #17

Development Special Use Permit #2007-0031
PNC Bank

Planning Commission Meeting
September 4, 2008

ISSUE: Consideration of a request for a development special use permit, with site plan, to construct a bank facility with drive-thru service.

APPLICANT: PNC Bank
by M. Catherine Puskar

STAFF: Dirk Geratz, AICP, Principal Planner; dirk.geratz@alexandriava.gov
Jeffrey Farner, Deputy Director; jeffrey.farner@alexandriava.gov

LOCATION: 3300 Duke Street

ZONE: CG/Commercial General



I. IMPACTS/BENEFITS CHART

TOPIC AREA	COMMENTS
Consistency with Strategic Plan/Small Area Plan	<ul style="list-style-type: none"> ▪ Consistent with Strategic Plan to provide compatible infill development with quality design and architecture. ▪ Consistent with Small Area Plan to provide low-density, commercial development along Duke Street.
Use	<ul style="list-style-type: none"> ▪ 4,366 sq. ft. one-story bank with single detached drive-thru teller facility. ▪ Drive-thru facility sited so as to reduce impact on surrounding street, pedestrian environment, and appearance of site.
Lot Size/Open Space	<ul style="list-style-type: none"> ▪ Lot size of 27,158 sq. ft. ▪ 10,612 sq. ft. or 39% of site is ground level open space.
Pedestrian Environment	<ul style="list-style-type: none"> ▪ 10 ft. wide sidewalk, 10 ft. wide landscape strip, and street trees provided along Duke Street. ▪ 7 ft. wide sidewalk, 10 ft. wide landscape strip, and street trees provided along South Quaker Lane. ▪ Pedestrian access from Duke Street and South Quaker Lane.
Building Compatibility	<ul style="list-style-type: none"> ▪ 26 foot tall building has main entrance on Duke Street. ▪ High quality building materials consist of brick, glass, metal, and glass fiber reinforced concrete.
Traffic/Transit	<ul style="list-style-type: none"> ▪ Site is accessible by South Quaker Lane via Duke Street. ▪ DASH and Metro bus stops along Duke Street. ▪ A maximum of 1,093 trips are projected.
Parking	<ul style="list-style-type: none"> ▪ 22 total surface parking spaces (10 more than required). ▪ Bicycle parking is provided for employees and visitors.
Environment	<ul style="list-style-type: none"> ▪ LEED-NC Certification
Affordable Housing	<ul style="list-style-type: none"> ▪ Voluntary contribution of \$6,549 (\$1.50 for 4,366 gross sq. ft.)
Employment	<ul style="list-style-type: none"> ▪ 9 full-time employees.

II. EXECUTIVE SUMMARY

The applicant is requesting approval of a development special use permit to construct a freestanding 4,366 sq. ft. bank and drive-thru facility at the southeast corner of the Duke Street and South Quaker Lane, where the Wendy's restaurant currently exists. The proposal presents an opportunity to provide building, architecture, pedestrian improvements on Duke Street, consistent with the City's goals for redevelopment along this corridor. Staff has worked with the applicant to provide the following:

- Locating the building at the corner of the site.
- Locating the parking and drive-thru at the rear of the building.
- LEED-NC certification for the building.
- Providing streetscape improvements along Duke Street and South Quaker Lane.

III. BACKGROUND

A. Site and Surrounding Context

The site is located on the southeast corner of Duke Street and South Quaker Lane and is currently a Wendy's fast-food restaurant. The property was annexed by the City in 1952 from Fairfax County and later developed as the Wendy's restaurant in 1985. Prior to its current use, the land was vacant. The site slopes down from the northwest corner of the site on Duke Street to the southeast corner on South Quaker Lane. The site is approximately 15 feet lower than Duke Street.

Across the street to the north are the Quaker Professional Square Condominiums, the Station #207 fire station; to the west are Lockett Field and the proposed police facility; to the east is a small strip of commercial development that includes the Mattress Warehouse; and to the south are an office complex and Rockland's Barbecue restaurant. In the larger surrounding context, the development is located in the Seminary Hill and Strawberry Hill areas with nearby residential development along North Quaker Lane and Duke Street.

B. Proposal

PNC Bank is requesting a development special use permit and site plan approval to construct a freestanding 4,366 square foot branch bank with a detached drive-thru teller facility. Automated teller machines (ATMs) are planned for the drive-thru facility as well as inside the west vestibule of the building.

The proposed detached, single drive-thru teller facility is located on the southern portion of the site and will not be visible from Duke Street. The drive-thru will be operated by a human teller located in the main building during hours of operation and will service one

vehicle at a time. Parking for the facility will be provided within a 22 space surface parking lot that will be located to the rear of the building and accessed from South Quaker Lane.

The bank will employ approximately nine people at any one time and serve approximately 100 patrons per day. The proposed hours of operation are Monday through Friday from 9 a.m. until 7 p.m.; Saturday, 9 a.m. until 4 p.m.; and Sunday, 11 a.m. until 3 p.m. The drive-thru facility is open Monday through Friday until 7 p.m. The bank’s peak hours of operation will be Friday afternoons and Saturday mid-day. Both ATMs are proposed to be accessible 24 hours/day, seven days a week.

C. Zoning

The property is currently zoned Commercial General (CG), which is intended to provide retail and service uses such as automobile-oriented businesses, professional offices, and shopping centers along major roads, like Duke Street. The CG zoning classification requires drive-thru facilities to be permitted via a special use permit (SUP).

Table 1. Zoning Tabulations

Property Address:	3300 Duke Street	
Total Site Area:	0.62 acres or 27,158 sq. ft.	
Zone:	Commercial General (CG)	
Current Use:	Restaurant (with SUP)	
Proposed Use:	Business/Professional Office with Drive-thru (with SUP)	
	<u>Permitted / Required</u>	<u>Proposed</u>
FAR	0.5	0.5
Yards*		
Front Yard:	N/A	66.55 feet
Rear Yard:	N/A	67.96 feet
Side Yard:	N/A	86.86 feet (west) 10.61 feet (east)
Height	50 Feet	27 feet
Open Space	N/A	10,612 sq. ft. (39%)
Parking		
Compact:	0	0
Standard:	11	20
Handicapped:	1	2
Total:	12	22

*Yard requirements apply only to single family, two family, and townhouse dwellings.

IV. STAFF ANALYSIS

A. Drive-thru Facility

The proposal includes a single detached drive-thru teller facility. Ideally, staff would prefer not to have drive-thru facilities; however, the applicant has indicated that the drive-thru facility is a necessary element of the bank's operation. While a drive-thru facility is not appropriate for neighborhoods such as Potomac Yard or Old Town, this site is a transitional area between an arterial roadway to the north and industrial/commercial uses to the south. Therefore, staff worked with the applicant to:

- minimize the visibility of the drive-thru;
- minimize impacts to pedestrians; and
- provide an adequate amount of queuing without impacting the adjoining public streets.

In order to address the issue of having a drive-thru facility while still redeveloping the Duke Street corridor in an urban approach, the facility is located at the rear of the site and screened by the building. The facility will not be visible from Duke Street due to the location of the building and the topography of the site.

Vehicular access to the drive-thru is shared with the parking entrance enabling only one curb cut for the site which benefits the sidewalk on South Quaker Lane. The access drive to the drive-thru allows for adequate queuing space for up to five vehicles. Drive-thru operations can impede traffic flow and disrupt pedestrian circulation, however in this instance the placement of the use does neither. Staff supports the drive-thru facility due to its location on-site.

B. Streetscape Improvements

Similar to other recent development cases on Duke Street, staff has focused on improving the streetscape for pedestrians but also the signage, buildings and landscaping as a way to create a more urban and attractive environment for this important corridor within the City.

Staff worked with the applicant to create a building with a prominent clerestory and to locate the building at the corner of the site. This was done to ensure that the building will have a presence on Duke Street and Quaker Lane, while placing the parking to the rear of the building. The taller building will help to avoid pedestrians and motorists from "looking down" at the roof of the building which is the case with the current Wendy's building.

Staff is recommending a wide 10-foot sidewalk on Duke Street, with a double row of street trees on Duke Street and a 6-foot wide sidewalk and street trees on South Quaker Lane. The addition of street trees and other landscaping and shifting the sidewalk away from the adjoining streets will improve the pedestrian experience along the two frontages of the subject property.

C. Building

The building has been sited and designed to improve the orientation to the street by placing the building at the corner of the property nearest to the intersection of Duke Street and South Quaker Lane. Staff worked with the applicant to make changes to the original proposal which includes the following improvements:

- Increased window size on both North and South facades to break up what was otherwise fairly solid looking facades with windows that appeared too squat;
- Revised the East facade to reorient the door entry to the street intersection;
- Increased pedestrian access to the building from Duke Street by adding a walkway with steps to the West entry doors and create a small inviting plaza at the Northeast entrance; and
- Approved the type and use of quality building materials.

D. Green Building

In keeping with the City's goal of integrating sustainable design techniques with new development and redevelopment projects, the building itself will be environmentally responsible. PNC Bank, as a corporation, also strives to reduce impacts on the environment. The building will be certified through the United States Green Building Council's Leadership in Energy and Environmental Design (LEED), with a goal of achieving Silver certification. Building materials proposed are recycled, locally produced, of high-quality, and include brick, glass fiber reinforced concrete, metal, and glass. The building orientation and large expanses of glass make use of natural daylight. The curtain wall and glazing are four-times more efficient than the code requirements. The low ceilings in the interior spaces assist in efficient heating and cooling of the building. Water consumption will be reduced by 30% and overall energy will be reduced 40%.

E. Parking

The proposal includes 22 surface parking spaces, while only 12 are required. The need for additional parking spaces is the result of the bank servicing approximately 100 patrons a day and having nine employees working simultaneously. The applicant anticipates that the current peak hours will be Friday late afternoons and Saturday mid-

day. Employee parking is located on the far west end and customer parking is closest to the building.

Staff visited several existing banks, such as First States Investors and Commerce Bank, to observe the usage of the parking lots. Staff found the banks had more parking spaces than PNC Bank's proposal (52 spaces, not including on-street spaces, at First States Investors and 31 spaces at Commerce Bank) and approximately 50% of the spaces were occupied throughout the day. Staff supports the amount of parking because it accommodates the demands of the bank and on-street parking is not provided on either of the adjacent streets.

Staff has concerns with two parking spaces located at the southwest corner of the site. Their close proximity to the drive-thru queuing space could potentially create conflicts between vehicles accessing the spaces and vehicles queuing. Staff recommends designating the two spaces for employee parking to restrict who accesses the spaces and when, as well as to reduce potential conflicts.

F. Security

The Police had several suggestions to address the community's concerns for safety. The Police recommended installation of a high-quality, color, CCTV camera system and an increase in site lighting to aid in surveillance of the drive-thru; trees be located away from lights to keep the canopies from shading the lights; vegetation should remain low to keep from concealing potential criminals; and the ATM inside the west vestibule should be relocated to the east vestibule. The last recommendation was based on the visibility of the vestibule. The recommended location on the east is closer to Duke Street and South Quaker Lane, within a glass vestibule, and at the front of the building, making it significantly more visible.

PNC has studied these concerns and proposes to take the following measures:

- The drive-thru teller contains a video camera and speaker. The teller operates the system from inside the branch. There is a camera viewing the customer and the teller is able to see the customer. The teller is able to speak to the customer and the customer is able to speak to the teller.
- The camera is recorded onto the bank's digital recorder and the video is stored for future access, if necessary.
- An additional camera is installed under the canopy and aimed to the rear of the site. This angle provides the tellers information about how many customers are in the drive-up line. There is a motion sensor mounted under the canopy that activates a light in the teller area to alert the tellers of a vehicle approaching the drive-up teller facility.

- The remote drive up ATM is also under the canopy. PNC Bank puts additional lighting under the canopy of 20 foot candles. There is a transaction camera in the ATM that is recorded on the bank's digital recorder. There will also be an overview camera installed in the canopy that will be recorded.
- A light is installed on the exterior brick wall above the After Hours Depository. In addition, there is an exterior video camera mounted on the same wall that provides video surveillance of the area. The video is stored on the bank's digital recorder for future access, if necessary. As this camera is mounted on the west wall, it will also provide coverage of the west entry/exit door where the walk-up ATM is located.
- There is an ATM overview camera in the vestibule and an ATM transaction camera in the machine. Both are recorded on the bank's digital recorder. The exterior vestibule doors have an access control system to accommodate use of the ATM during non-branch hours.

Staff has reviewed PNC Bank's actions and supports these security measures.

G. Community

The applicant and staff presented the proposal to the community at the Seminary Hill community meeting. The proposed project was generally positively received by the community, however concerns about the safety of the freestanding drive-thru facility was a topic of discussion. Citizens were concerned about the location behind the bank and the fact that it is not highly visible from Duke Street. Staff studied this issue in greater detail with both the Police Department and PNC Bank and incorporated several of the previously mentioned security measures into the design of the site and building.

V. CONCLUSION

The new bank building and site layout will represent an improvement to this difficult corner property, through reduced impervious surface area, increased landscaping, streetscape improvements and an attractive building solution. Staff recommends *approval* of the DSUP for the construction of a bank subject to compliance with all applicable codes and the following recommended conditions.

Staff: Faroll Hamer, Director, Planning and Zoning;
Jeffrey Farner, Deputy Director;
Dirk Geratz, AICP, Principal Planner;
Colleen Rafferty, Urban Planner



Figure 1: Site Plan



Figure 2: View of Building at the Corner of Duke Street and South Quaker Lane Looking West



Figure 3: View of Building along Duke Street Looking East

VI. STAFF RECOMMENDATIONS

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

A. BUILDING

1. The final architectural elevations shall be consistent with the level of quality and detail provided in the preliminary architectural elevations dated May 30, 2008. In addition, the applicant shall provide refinements to the satisfaction of the Director of P&Z that at a minimum include:
 - a. The proposal shall be revised as generally depicted in Attachment # 1 to provide the following:
 - i. There shall be a continuous horizontal band aligned with the thickness of the canopy fascia. At solid walls this band will be a soldier course and at windows it will be a GFRC lintel with approximately 1” projection beyond face of brick.
 - b. The proposed cornice shall be a high-quality material, light color, and have three-dimensional relief.
- General*
- c. The facade materials of the entire building and the drive-thru structure, shall be masonry (brick, precast, stone) or metal, including lintels and sills.
 - d. The building shall provide low-level lighting at canopies.
 - e. The proposed retaining wall on the northern and southern portion of the site shall be brick to match the proposed building. Any railings necessary for the retaining walls shall be decorative.
 - f. HVAC units and mechanical appurtenances shall be located on the western roof-tops, recessed and screened from view from the public streets. Details on the screening methods shall be provided on the final site plan.
 - g. Obstructions shall not be designed to be permanently located adjacent to or in front of the windows.
 - h. Color architectural elevations (front, side and rear) shall be submitted with the final site plan.
 - i. All refinements to the design and materials shall be revised prior to the release of the final site plan.
 - j. Samples of building materials shall be submitted at the first final site plan submission. (P&Z)
2. The colors and materials of the signs shall be designed of high quality materials and shall be designed as an integral part of the building that shall relate in materials, color and scale to the remainder of the building.

- a. Sign messages shall be limited to logos, names and street address information.
 - b. Signs applied to windows shall cover no more than twenty percent of the glass.
 - c. Box signs shall be prohibited.
 - d. A monument sign a maximum of four feet in height shall be permitted as shown on the preliminary plan and the design shall be integrated with the building. (P&Z)
3. The applicant shall provide a plan for diverting from landfill disposal the demolition, construction, and land clearing debris generated by the project. The plan shall outline recycling and/or reuse of waste generated during demolition and/or construction. The plan should outline 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.). The plan shall be approved prior to the approval of the demolition permit. (P&Z)
4. The applicant shall hire a LEED accredited professional as a member of the design and construction team. The proposed use shall achieve the points necessary under the U.S. Green Building Council's system for LEED certification. Energy Star labeled appliances shall be installed in all multi-family residential units. The applicant shall achieve the seven (7) LEED Prerequisites and achieve LEED Certification under the U.S. Green Building Council's System. The applicant shall submit a report listing all Energy Star qualified components and verification that the elements to earn the above specified numbers of LEED points have been incorporated prior to issuance of the last certificate of occupancy permit to the satisfaction of the Director of P&Z and T&ES. (T&ES)(P&Z)

B. PEDESTRIAN/STREETSCAPE

5. The applicant shall provide pedestrian improvements that at a minimum shall provide the level of improvements depicted on the preliminary site plan and shall include the following to the satisfaction of the Directors of P&Z and T&ES:
- a. The streetscape on Duke Street and South Quaker Lane shall consist of a 10 ft. wide landscape strip from the back of curb and a 10 ft. wide concrete sidewalk. Within the landscape strip there shall be street trees spaced 30 ft. on center.
 - b. A double-row of street trees shall be provided along the Duke Street frontage where possible.
 - c. A perpetual public ingress/egress easement shall be granted for public pedestrian access for Duke Street and Quaker Lane sidewalks not

- located within the public right-of-way. All easements and reservations shall be approved prior to the release of the final site plan.
- d. To the extent possible align the ADA ramp at South Quaker Lane with the crosswalk.
 - e. The applicant shall make a \$10,000 contribution for City installation of a bus shelter with associated passenger loading platform on 3300 Duke Street. The bus stop shall be installed prior to the release of the final site plan. The location shall be determined in consultation with staff.
 - f. The applicant shall make a \$2,800 contribution for City installation of ADA ramps at the northeast and southeast corners of South Quaker Lane and Duke Street intersection and thermoplastic crosswalks connecting these ramps. The contribution shall be made prior to the release of the final site plan.
 - g. Simplify handrail along South Quaker Lane to consist of top rail and widely spaced verticals without pickets. (P&Z)(T&ES)
6. The applicant shall provide \$1,000 per receptacle to the Director of T&ES for purchase and installation of one (1) Iron Site Bethesda Series, Model SD-42 decorative black metal trash cans by Victor Stanley. Receptacles shall be generally located along the property frontage and at strategic locations in the vicinity of the site as approved by the Director of T&ES. (T&ES)
 7. The applicant shall provide two bicycle parking racks (4 spaces) on the surface to the satisfaction of the Director of T&ES. Bicycle rack locations are preferably covered, grouped, and located within 50 feet of the main entrance. Bicycle parking racks shall be located in a manner that will not obstruct the existing/proposed sidewalks. Bicycle parking standards and details for acceptable locations are available at: www.alexride.org/bicycleparking.php (T&ES)

C. OPEN SPACE/LANDSCAPING

8. A landscape plan shall be provided with the final site plan. The plan shall use industry standard nomenclature, shall include the level of landscaping depicted on the preliminary landscape plan, and shall also at a minimum also provide the following submission to the satisfaction of the Directors of P&Z and RP&CA:
 - a. Be prepared and sealed by a Landscape Architect certified to practice in the Commonwealth of Virginia.
 - b. 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, groundcovers and perennials that are horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.

- c. Coordinate above and below grade site utilities, site furnishings, fences, architecture, lights, signs and site grading to avoid conflicts.
 - d. Provide crown area coverage calculations in compliance with City of Alexandria Landscape Guidelines.
 - e. Street trees located off-site may not be included in crown coverage calculations.
 - f. Provide pre-development and post development calculations.
 - g. Provide protection of existing vegetation in compliance with City of Alexandria Landscape Guidelines. Location and method for protection and preservation of existing trees shall be approved in-field by the City Arborist.
 - h. Provide detail, section and plan drawings of tree wells showing proposed plantings and associated materials, adjacent curb/pavement construction, including edge restraint system, dimensions, drainage, and coordination with site utilities.
 - i. Indicate limits of grass and planting areas including bed lines.
 - j. The following modifications to the landscape plan and supporting drawings are required:
 - i. Remove English Ivy from plant schedule. English Ivy is listed as an invasive in City of Alexandria Landscape Guidelines.
 - ii. Provide large shade trees as a street tree with understory ornamental trees in lawn areas continuous along South Quaker Lane. (RPCA)
9. Provide a site irrigation/water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA and T&ES.
- a. Plan shall demonstrate that all parts of the site can be accessed by a combination of building mounted hose bibs.
 - b. Provide external water hose bibs continuous at perimeter of building. Provide at least one accessible external water hose bib on all building sides at a maximum spacing of 90 feet apart.
 - c. Hose bibs must be fully accessible and not blocked by plantings, site utilities or other obstructions. (RPCA)

D. SITE PLAN

10. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. These items include:
- a. Location of site utilities including above grade service openings and required clearances for items such as transformers, telephone, HVAC units and cable boxes.
 - b. Minimize conflicts with plantings, pedestrian areas and major view sheds. (RP&CA)(P&Z)(T&ES)

11. Provide a lighting plan with the final site plan to verify that lighting meets City standards. 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 all fixtures, mounting height, and strength of fixture in Lumens or Watts;
 - c. Manufacturer's specifications and details for all proposed fixtures; and
 - 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 the opposite side(s) of all adjacent streets and/or 20 feet beyond the property line on all adjacent properties.
 - e. The 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. Locate to avoid conflicts with street trees. (P&Z)(T&ES)(Police)(RP&CA)
12. The applicant shall submit a wall check to the Department of P&Z prior to the commencement of framing for the building(s). 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)
13. 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)
14. 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 or replaced with a marketing sign incorporating the required information; 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)

15. A high-quality closed circuit TV (CCTV) system shall be installed to provide real-time or recorded surveillance of areas not immediately accessible to bank personnel. (Police)
16. The two parking spaces at the southwest corner of the site shall be designated for employee parking only. (T&ES)

E. HOUSING

17. A voluntary contribution of \$1.50 for the proposed gross floor area would be consistent with the “Developer Housing Contribution Work Group Report” dated May 2005 and accepted by the Alexandria City Council. (Housing)

F. STORMWATER

18. 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)
19. Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)

G. WASTEWATER/SANITARY SEWERS

20. All sanitary laterals and/or sewers not shown in the easements shall be owned and maintained privately. (T&ES)

H. STREETS/TRAFFIC

21. A minimum of 30 feet separation between beginning of street corner radius and any driveway apron radius shall be maintained. (T&ES)
22. 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 that are 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. (T&ES)

23. 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 purposes; however, the 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 Permit Application. (T&ES)
24. 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)
25. The Applicant shall provide a total turning radius of 25 feet and 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)

I. UTILITIES

26. All private utilities shall be located outside of the public right-of-way and public utility easements. (T&ES)
27. All existing and proposed public and private utilities and easements shall be shown on the plan. (T&ES)
28. Applicant shall underground all the utilities serving the site except transformer. (T&ES)

J. SOILS

29. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments. (T&ES)

K. CONSTRUCTION

30. The applicant shall prepare and submit a plan that delineates a detailed construction management plan for the entire project for review and approval by the Directors of P&Z, T&ES, and Code Enforcement prior to the issuance of permits. (T&ES)

31. 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)
32. 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)
33. Submit an approvable construction phasing plan to the satisfaction of the Director of T&ES, which will allow review, approval and partial release of the final site plan. In addition, building and construction permits required for site preconstruction shall be permitted prior to release of the final site plan to the satisfaction of the Direction of T&ES. (T&ES)
34. No major construction staging shall be allowed from Duke Street. Applicant must meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. (T&ES)
35. Any structural elements that extend into public right of way, including but not limited to footings, foundations, etc., must be approved by the Director of T&ES. (T&ES)
36. 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. 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)
37. During the construction phase of this development, the site developer, their contractor, certified land disturber, or owner's 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)

CITY DEPARTMENT CODE COMMENTS

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

Planning and Zoning

R-1 Provide documentation of communication with the adjacent property owner(s) verifying notification of construction impact, potential for loss, and agreed upon remedial measures pertaining to the existing tree(s) and retaining wall. (RP&CA)(P&Z)

Code Enforcement

F-1 The applicant shall obtain a sign permit for the proposed sign and/ or wall lettering.

F-2 The applicant has indicated that they are not required to submit a fire flow analysis. To comply with comment C-7, a fire flow analysis must be submitted to Code Enforcement prior to Final #1 submission.

F-3 The plan is deemed complete by Code Enforcement.

R-2 The applicant shall provide turning movements using the below fire truck dimensions to show that the site provides adequate emergency vehicle access.

Rear Mount Aerial Ladder Truck

- Overall Length- 496" (41' 4")
- Overall Width- 108" (9') with mirrors
- Wheel Basis:
- Front Axle to No. 1 Rear Axle (First Axle of Tandem)- 215" (17' 11")
- Front Axle to No. 2 Rear Axle (Second Axle of Tandem)- 269" (22' 4")
- Tandem Axle Spacing- 54" (4' 5")
- GVW: 69,500 lbs.
- Angle of approach: 11 degrees
- Angle of departure: 10 degrees
- Ramp Breakover: 6 degrees
- Turning radius: Within wall 43' wall to wall

- 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.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 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;; c) fire hydrants located within one hundred (100) feet of the 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.
- C-4 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 116.1.
- C-5 All exterior walls within 5 feet from an interior property line shall have a fire resistance rating of 1 hour, from both sides, with no openings permitted within the wall. As alternative, a 2 hour fire wall may be provided. (USBC 704.5)
- C-6 The final site plans shall show placement of fire easement signs. See the below guidelines for sign details and placement requirements.
- C-7 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-8 Prior to submission of the Final Site Plan #1, the developer shall provide three wet stamped copies of the fire flow analysis performed by a certified licensed fire protection engineer to assure adequate water supply for the structure being considered. The three copies shall be submitted to the Site Plan Division of Code Enforcement, 301 King Street, Suite 4200, Alexandria, VA 22314.
- C-9 A separate tap is required for the building fire service connection.
- C-10 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property.
- C-11 Roof drainage must not run toward adjacent property. If the footprint area of the addition: (1) exceeds the footprint area of the existing structure, or (2) the roof drainage of the existing structure is hard piped, or (3) the roof drainage from the addition will cause erosion or damage to an adjacent property, then run-off water must be hard piped (schedule 40 PVC pipe; (> 3" in diameter) to the storm, sewer, inlet box, building sub drain, street flume or curb.
- C-12 Sheeting and shoring shall not extend beyond the property line; except when the developer has obtained a written release from adjacent property owners which has been recorded in the land records; or through an approved encroachment process.
- C-13 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
- C-14 A soils report must be submitted with the building permit application.
- C-15 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.

- C-16 Toilet Facilities for Persons with Disabilities: Larger, detailed, dimensioned drawings are required to clarify space layout and mounting heights of affected accessories. Information on door hardware for the toilet stall is required (USBC 1109.2.2).
- C-17 Required exits, parking, and facilities shall be accessible for persons with disabilities

Police

- R-1 If the site could be redesigned the Police Department would recommend the parking be on South Quaker Lane or Duke Street in front of the building, along with the ATM and night drop box. Given this redesign is inconsistent with urban design principles; the Police Department remains neutral on the location of the ATM and night drop box.
- R-2 The Police Department recommends installation of a high-quality color CCTV system.
- R-3 To assist the customer while using the ATM and the stand-alone drive thru window, the outside area of the ATM and stand-alone drive thru window should have a minimum of 15 foot candle, with 10 foot candle on all horizontal surfaces within ten feet of the face of the ATM.
- R-4 An average horizontal illuminance of 2 foot candle should be provided within a 50 foot radius of exterior units.
- R-5 Supporting parking spaces within 60 feet of the ATM and stand-alone drive thru window, should have an average of 2 foot candles minimum maintained.
- R-6 Because the ATM is within 10 feet of the corner of the building, illuminance of 2 foot candle, should extend 40 feet down the north and south sides of the building.
- R-7 Installation of lighting units should be redundant to the extent that one failed unit will not reduce the illuminance below the above minimums.
- R-8 Lighting should not produce glare for the users, pedestrians and drivers.
- R-9 Illuminance at the stand-alone drive thru window and surrounding areas should provide excellent definition of facial identification at a distance of 3 feet.

- R-10 Illuminance levels should support all CCTV operating requirements.
- R-11 Users should have an unobstructed view from the face of the unit to a distance of 50 feet in all approachable directions. If necessary, this requirement can be augmented by devices such as mirrors or CCTVs.
- R-12 The globes covering the lights are to be made of a vandal resistant material. There is to be a regular maintenance program to clean and replace burnt out lights.
- R-13 It is recommended that the lighting level be a minimum of 2.0 foot candles minimum maintained for the parking lot and all common areas.
- R-14 Trees should not be planted under or near light poles. Trees planted under or near light poles counteract the effectiveness of light illumination when they reach full maturity.
- R-15 The proposed shrubbery should have a natural growth height of no more than 2 ½ to 3 feet with a maximum height of 36 inches when it matures.

Transportation and Environmental Services

- F-4 Since the record drawings, maps, and other documents of the City of Alexandria, State, and Federal agencies show the true north pointing upwards, therefore, the Site Plan shall show the true north arrow pointing upward as is customary; however, for the sake of putting the plan together and/or ease of understanding, the project north arrow pointing upward, preferably east, or west may be shown provided it is consistently shown in the same direction on all the sheets with no exception at all. The north arrow shall show the source of meridian. The project north arrow pointing downward will not be acceptable even if, it is shown consistently on all the sheets. (T&ES)
- 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 The Plan shall include a dimension plan with all proposed features fully dimensioned and the property line clearly shown. (T&ES)
- F-7 Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F-8 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) [Include this condition on all plans.]
- F-9 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) [Include this condition on all plans.]
- F-10 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.

- F-11 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.
- F-12 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.
- F-13 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.
- F-14 The rip rap shall be designed as per the requirements of Virginia Erosion and Sediment Control Handbook, Latest Edition.
- F-15 Dimensions of parking spaces, aisle widths, etc. within the parking garage shall be provided on the plan. Note that dimensions shall not include column widths.
- F-16 The applicant shall provide a transportation study that examines the impacts of proposed development on pedestrian, transit and vehicular traffic.
- F-17 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.

- C-18 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-19 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, if required, 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-20 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-21 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-22 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-23 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-24 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-25 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-26 Bond for the public improvements must be posted prior to release of the plan.
- C-27 The sewer tap fee must be paid prior to release of the plan.
- C-28 All easements and/or dedications must be recorded prior to release of the plan.
- C-29 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-30 All drainage facilities must be designed to the satisfaction of T&ES. Drainage divide maps and computations must be provided for approval.
- C-31 All utilities serving this site shall be placed underground.
- C-32 Provide a phased erosion and sediment control plan consistent with grading and construction plan.
- C-33 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-34 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-35 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-36 No overhangs (decks, bays, columns, post or other obstructions) shall protrude into public Right of Ways, public easements, and pedestrian or vehicular travel ways unless otherwise permitted by the City Code.
- C-37 All driveway entrances, sidewalks, curbing, etc. in the public ROW or abutting public ROW shall meet City design standards. (T&ES)

ATTACHMENT #1

