



## DEPARTMENT OF PLANNING AND ZONING

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April 14, 2016

### **Sent via E-Mail**

Jason Kacamburas, P.E, CCM  
City of Alexandria  
Department of Project Implementation  
301 King Street, Suite 3200  
Alexandria, VA 22314

Re: Potomac Greens Park Amendment – DSUP #2016 – 0005 – Completeness Verification

Jason,

This letter serves to inform you that the application you filed for the referenced Development Site Plan has been deemed complete. Staff is now reviewing the application in preparation for the Planning Commission hearing on June 7, 2016 and the City Council hearing on June 18, 2016. The following items (1-11) need to be resolved within the timeframe listed on Attachment 1 by the submitting engineer:

### **Recommendations (required to be addressed with slipsheets):**

1. Provide the following information related to the wetland and forest restoration:
  - a. Planting zone diagram for wetland and upland planting types
  - b. A generalized planting density plan
  - c. A schedule of plant species per the zone diagram which would include sizing and overall quantities, and notations on standards for the design-build process. (P&Z)
2. Provide hardscape details for the bicycle parking area under pedestrian bridge (P&Z)
3. Incorporate AECOM's revised grading line work on east side of station where applicable on the plans. (P&Z)
4. Provide a sheet showing the removal of the tennis courts and playground from Old Town Greens, and the temporary location of the playground next to the Old Town Greens pool. (P&Z)
5. In future submissions provide 1 complete response letter on appropriate letterhead (not copied directly into the City's comments). (Site Plans)

6. Sheet SW-101: Use D soil hydrologic group unless an onsite soils investigation is provided. (SWM)
7. Sheet SW-101: Please revise the Land Cover data in the Site Data tab of the VRRM spreadsheet to be consistent with the Total Disturbed Acreage. (SWM)
8. Sheet SW-101: Please show the existing treatment for the drainage going to the existing StormFilter and compare it to the proposed treatment with the new changes in land cover. Use a separate DA in VRRM to show the changes. The delta from existing to proposed is the new treatment provided by the project so that the existing treatment is not double counted. (SWM)
9. Sheet LG-100: Clarify the maximum height of the wall nearest the stairs off the ramp to ensure adequate visibility to the Metro entrance and proposed location for bicycle parking underneath the pedestrian/bicycle ramp. In addition, provide TW/BW shots at the seatwall point nearest the stairs. (Transportation Planning)
10. Add a note to the Landscaping Plan – “All Landscaping must meet City’s Landscaping Guidelines and related requirements”. (RPCA)
11. Eliminate the north retaining wall along the project area boundary line. Coordinate Grading of this area with adjoining work by WMATA. (RPCA)

**Future Conditions (not required to be addressed with slipsheets):**

12. Sheet SW-101: Since it is proposed to mitigate the increased runoff from the site through the use of pervious pavement, bioretention area, and disconnected impervious area; therefore, the final site plan must demonstrate through computations that the plan complies with the requirements of Section 13(109)(F). (I-ROW)
13. Playground design subject to approval of the Director of RPCA. (RPCA)
14. All site furnishings, including gazebo, must meet City standards and/or subject to the approval of the Director of RPCA. (RPCA)
15. Park Irrigation to cover all landscaped areas. Irrigation system to be fully compatible with the City’s MAXICOM CENTRAL CONTROL IRRIGATION SYSTEM. (RPCA)

**Findings (not required to be addressed with slipsheets):**

16. Transportation and Transit have no comments on the completeness submission.

Within five working days of the date on this letter, the applicant is required to post the property on all street frontages with signs that meet the description on the attached sheet. The signs 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 11-301(A)(3) of the Alexandria Zoning Ordinance, 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.

Notice of the public hearing is required to be mailed to adjacent property owners between May 19<sup>th</sup> and May 28<sup>th</sup>. Please use the following language:

*DSUP2016-0005*

*700 Carpenter Road – Potomac Greens Park Amendment*

*Public hearing and consideration of a request for: (A) An amendment to a previously-approved Development Special Use Permit #2002-0026 to allow the construction of a Metro Station entrance in Potomac Greens Park and associated park re-designs; zoned CDD#10.*

*Applicant: City of Alexandria*

Please feel free to contact me via phone at 703.746.3847 or via email at [ryan.price@alexandriava.gov](mailto:ryan.price@alexandriava.gov) if you have any questions or concerns.

Regards,

Ryan Price, Urban Planner, Development

cc: Mitch Bernstein, Director, DPI  
Jeff Farner, Deputy Director, P&Z  
Rob Kerns, AICP, Division Chief, P&Z  
Lee Farmer, Principal Planner, T&ES  
Nathan Imm, Urban Planner, P&Z  
Daphne Kott, Civil Engineer, DPI  
Dinesh Tiwari, Deputy Director, RP&CA  
Shanna Austin, Site Plan Coordinator, T&ES

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

**Notice Content**

The sign shall incorporate the following information:

1. Description of project boundaries
2. Name of applicant and contact phone number
3. Name of project
4. DSP or DSUP 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.