

City of Alexandria, Virginia

MEMORANDUM

DATE: October 1, 2013

TO: CONTRACTORS, DEVELOPERS AND DESIGN PROFESSIONALS

FROM: DIRK GERATZ, ACTING DEVELOPMENT DIVISION CHIEF
DEPARTMENT OF PLANNING AND ZONING

AL COX, HISTORIC PRESERVATION MANAGER
DEPARTMENT OF PLANNING AND ZONING

TOM CANFIELD, CITY ARCHITECT
DEPARTMENT OF PLANNING AND ZONING

SUBJECT: GUIDELINES FOR PREPARATION OF MOCK-UP PANELS

For projects with a Development Site Plan (DSP) or Development Special Use Permit (DSUP), the Department of Planning and Zoning requires applicants to construct a mock-up panel which includes samples of all building façade materials prior to final material selection. This memorandum establishes guidelines for the preparation, construction, review and approval of the mock-up panel and includes examples of mock-up panels approved by staff and design review boards.

BACKGROUND

The purpose of the mock-up panel is for staff and the design review board, where applicable, to review the final material selection and standard of workmanship at the project site in order to confirm that the proposed building materials are consistent with the materials represented to and approved by staff, design review boards, Planning Commission and City Council.

DEVELOPING THE MOCK-UP

Prior to constructing the mock-up panel, staff will request that applicants submit drawings of the proposed mock-up which identify all materials, finishes and relationships for staff review. The drawing and the constructed mock-up panel should demonstrate the proportional relationship of all materials to be used on the building(s) in sufficient quantities to confirm their compatibility with each other and with the surrounding environment.

For projects with a DSP or a DSUP, staff requests that this drawing is submitted with the first final site plan. Staff will review the drawing to confirm that all proposed materials and finishes are positioned in the orientation and proportion of the approved architectural elevations.

MOCK-UP CONSTRUCTION AND APPROVAL PROCESS

Construction of the mock-up panel may commence after receiving confirmation from staff that the mock-up panel drawing is acceptable. This must occur *prior* to final selection and ordering of building materials. The mock-up panel shall be constructed at the project site in a location where it will be readily accessible from the City right-of-way and can remain through the duration of construction. The location shall be coordinated to ensure a solar orientation similar to the final building elevations. Freestanding mock-up panels may not be located within the City right-of-way. Projects that will ultimately occupy the entire site area will need to coordinate with City staff early in the final site plan process to determine appropriate locations, on a case-by-case basis.

Once the mock-up panel has been constructed, the applicant shall notify the City Architect and the Project Planner, in writing, that it is available for review and describe its location on site. The applicant shall also submit quality digital photos of the panel via email to the City Architect and the Project Planner. Planning and Zoning staff will visit the site and evaluate the mock-up panel within five business days of receiving notification that the panel is available for review.

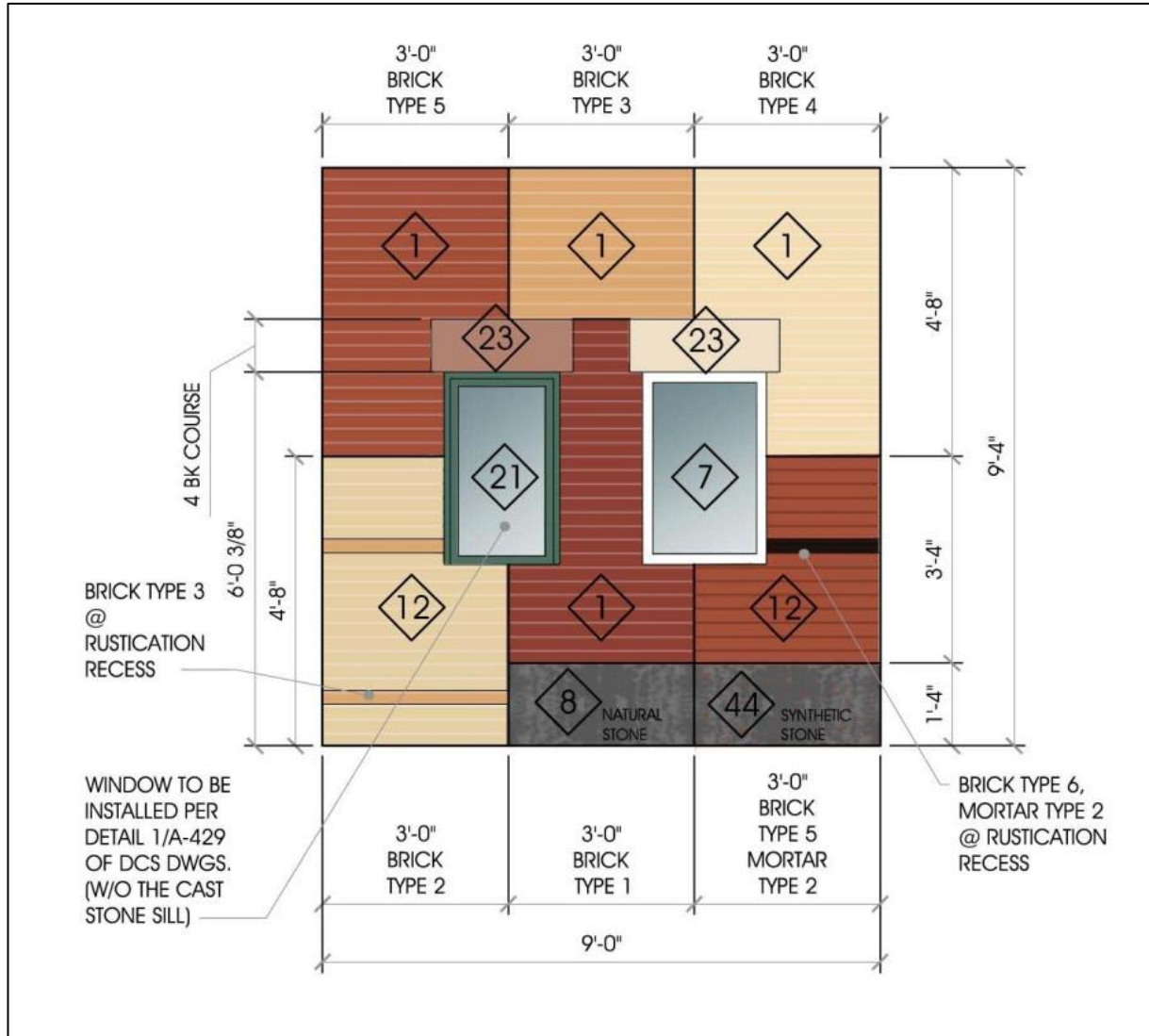
When the mock-up panel requires design board review, staff will notify the board members that it is constructed and transmit the digital photos, location and staff comments. Design review board members will provide comments to staff within five business days. This time period must include at least one weekend.

Staff will notify the applicant in writing within three business days of receiving comments from the design review board members whether some, or all, of the materials are approved. If the materials are approved, the applicant may order those approved materials. If the materials are not approved, or if the panel does not provide samples of all materials proposed and identified on the drawing, staff will provide written comments for the applicant to address. Once all issues are addressed, the applicant shall notify staff again that the revised mock-up panel is ready for review. The previously described procedures will apply for all revisions.

DURATION MOCK-UP SHALL REMAIN ON-SITE

As previously noted, the mock-up panel shall be constructed on the project site in a location where it can remain through the duration of construction. Typically, the mock-up panel may be removed from the site upon receipt of the final certificate of occupancy. Please be aware that this time period may need to be extended in the event of projects that have multiple buildings and various CO sequencing.

ATTACHMENT 1: EXAMPLE OF MOCK-UP DRAWING



ATTACHMENT 2: EXAMPLES OF CONSTRUCTED MOCK-UP PANELS

