



DEPARTMENT OF PLANNING AND ZONING

Sent via E-mail

February 26, 2016

Brian Dofflemyer
RC Fields & Associates
730 S. Washington Street
Alexandria, VA 22314

Re: DSP #2015-00022 – First Baptist Church of Alexandria – Notice of Completeness

Dear Mr. Dofflemyer

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

1. Use the actual number of new seats to account for the increase in sanitary flows from the additional classroom seats in the sanitary computations and use the SCAT flow factor for school. If the total net increase of sanitary flow is over 10,000 gpd, provide an adequate sanitary outfall analysis per Memo to Industry 06-14 as part of the Preliminary submission and revise the Sanitary Sewer Note on Sheet 1. (T&ES)

Please submit 5 copies of the revised sheets and all requested information by March 3, 2016 to remain on schedule for the May Planning Commission and City Council hearings.

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 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) of Ordinance #4281 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.

In the event you have any questions, please feel free to contact me at (703) 746-3854 or via email at shaun.smith@alexandriava.gov.

Sincerely,

Chrishaun Smith, CZA
Urban Planner, Development

cc: Gary Wagner, Principal Planner, Development
Robert Kerns, Development Division Chief
Shanna Austin, Site Plan Coordinator

Included below is draft notice language:

Development Site Plan #2015-0022
2932 King Street – First Baptist Church of Alexandria

Public hearing and consideration of a development site plan, to permit three additions to an existing church building and the renovation of the church's interior sanctuary; zoned R-8.
Applicant for the development site plan: Trustees of First Baptist Church

NEXT STEPS

- ✓ IDR review of conditions is tentatively scheduled for March 31, 2016. Time and location to be confirmed.
- ✓ Public Notices need to be sent out between April 14th and April 23rd. A public notice must be posted on the property per the specifications provided below.

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.