



ARLINGTON COUNTY, VIRGINIA

**County Board Agenda Item
Meeting of May 22, 2010**

DATE: May 3, 2010

SUBJECT: SP #6 SITE PLAN AMENDMENT to allow educational uses in office building, located at 4420 Fairfax Drive (RPC#14-051-019).

Applicant:

JBG/Fairfax Drive, LLC

By:

Nan E. Walsh and Elizabeth McKeeby
Walsh, Colucci, Lubeley, Emrich, and Walsh, P.C.
2200 Clarendon Boulevard, Suite 1300
Arlington, Virginia 22203

C.M. RECOMMENDATION:

Approve the site plan amendment to allow educational uses in addition to previously approved office uses at 4420 Fairfax Drive, subject to the conditions of the staff report.

ISSUES: This is a request for a space conversion at a Ballston office building to allow educational uses associated with Westwood College on site, and no issues have been identified.

SUMMARY: The applicant is proposing a site plan amendment to allow educational uses in an office building at 4420 Fairfax Drive. The applicant's request would satisfy the need for facilities for Westwood College, which occupies existing space in the Ballston area. Furthermore, the applicant's request would allow the reuse of an office building that has been vacant and awaiting redevelopment (SP #331 was approved in 2006). The proposal would provide Ballston with a more active use than the current business office allows, and would bring the site closer to current County standards while awaiting redevelopment. The applicant has agreed to new conditions including the dedication of approximately 5,000 square feet of space on the ground floor for retail, a condition regarding a Transportation Demand Management program (TDM), a condition regarding the provision of bicycle facilities, and conditions requiring the repair of streetscape elements and landscaping, and the provision of street lights. Therefore, staff recommends that the site plan amendment be approved subject to the conditions of the staff report.

County Manager: BMD/GA

Staff: Matthew Pfeiffer, DCPHD, Planning Division
Jennifer Fioretti, DES, Transportation Division
John Durham, DES, Transportation Demand Management

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PLA-5594

BACKGROUND: The applicant is proposing a site plan amendment to allow educational uses associated with Westwood College in an office building containing approximately 60,000 square feet of gross floor area (GFA). The site is located at 4420 Fairfax Drive, and is described as follows:

Site: The 57,054 square foot site is bound on the north by Fairfax Drive and on the west by N. Vermont Street. The site consists of a 72-foot tall office building which contains a surface parking lot.

Zoning: The site is zoned “C-O-A” Commercial Office Building, Hotel and Apartment Districts.

Land Use: The site is designated on the General Land Use Plan (GLUP) as “Coordinated Mixed-Use Development District.”

Neighborhood: The site is located within the Ballston-Virginia Square Civic Association. The Ballston-Virginia Square Civic Association has not commented to staff with regards to this request. The president of the Continental Condominium Association has contacted staff and is in support of the applicant’s request.

Site Plan #6 for the Fairmont Office Building was approved in 1963. In March 1984, the County Board approved a site plan amendment to upgrade the exterior of the building and to add approximately 15,000 square feet of GFA. In January, 2006, the County Board approved Site Plan #331 to redevelop the Fairmont with a residential tower and ground-floor retail. As the applicant has not submitted for any permits or conditions associated with SP #331, and therefore the new site plan has not been vested, the subject site plan amendment request pertains to SP #6.

DISCUSSION: The applicant is requesting a site plan amendment to expand the uses allowed in an existing office building (the Fairmont Building) to include educational uses. Westwood College is proposing to occupy approximately 54,000 square feet of GFA in the building. The remaining GFA would be occupied by a retail use. The College intends the Fairmont building to be its main Arlington campus, and will offer classes as well as faculty offices in the subject building. This site plan amendment would allow Westwood College to relocate its existing facility at the Ballston Point Building to the Fairmont Building in order to address the growth of its student population.

Westwood College intends to locate approximately 33 classrooms within the Fairmont building to serve a total enrollment of approximately 700 students per semester. Classes are split into daytime and nighttime terms, with approximately 90 students and 15 faculty members accessing the building per day. These enrollment numbers would generate the need for approximately 19 parking spaces for the use, and can be accommodated by the existing surface parking lot at the Fairmont, which has a total of 29 spaces. In addition, the building is located within approximately 900 feet of the Ballston Metro Station. Westwood College estimates that approximately 85% of their students access their current facilities in Ballston through use of the Metro.

Staff supports the applicant’s proposal as an adequate interim use for the site. There is an approved but as yet unconstructed site plan (SP #331) for this location, which would redevelop

the site with a residential building. However, the applicant has not filed for any permits or conditions and has indicated to staff that a major amendment would be needed before implementation. The proposed use of the site by Westwood College would contribute to a greater active street presence than the existing office use, as students would be accessing the site during evening hours.

In addition, the applicant has agreed to conditions which would bring the site closer to current County standards than would any office use that could currently locate in the building by-right. The applicant has agreed to a condition requiring participation in the County's Transportation Demand Management Program that includes elements such as implementation of a Transportation Management Plan, annual contributions of \$2,000 per year to Arlington County Commuter Services, provision of SmarTrip cards plus a one-time \$20.00 Metro fare media per student, instructors and general staff, and to conditions regarding the provision of bicycle storage facilities at the site. The applicant has also agreed to repair and maintain the sidewalk, curb and gutter, and to replace existing street lights with the County standard Carlyle streetlights along North Vermont Street and Fairfax Drive. Furthermore, the applicant has agreed to a condition requiring the submission of a Comprehensive Sign Plan for the Fairmont. Finally, the applicant has agreed to provide approximately 5,000 square feet of space on the ground floor of the building to be used exclusively for retail. Site Plan #6 was approved for office uses, and there was no specific site plan requirement for retail in this building. The new condition would require that this space be used exclusively for retail.

CONCLUSION: The applicant is requesting a site plan amendment to allow educational uses in an office building for Westwood College. Staff supports the proposal because it is a desirable interim use for the site until the approved redevelopment is constructed. Moreover, the applicant has agreed to conditions that would bring the site closer to current County standards for new site plan buildings. The Ballston-Virginia Square Civic Association has not responded to staff request for comment on the subject site plan amendment. Staff is recommending the deletion of many of the existing conditions for SP #6 as they are either no longer relevant or have been superseded by the new conditions being proposed with this site plan amendment. Therefore, staff recommends approval of the site plan amendment subject to the conditions of the staff report.

Conditions:

1. ~~The developer shall remove and replace any damaged curb, gutter and sidewalk along the Fairfax Drive frontage of this site to Virginia Department of Highways and Transportation standards.~~
2. ~~The developer shall remove and replace any damaged curb, gutter and sidewalk along the North Vermont Street frontage of this site to Arlington County standards and specifications.~~
3. ~~The developer shall construct sidewalk, a minimum of twenty-four (24) feet wide with tree grates, along the Fairfax Drive frontage of this site.~~
4. ~~The developer shall construct sidewalk, a minimum of twenty (20) feet wide with tree grates, along the North Vermont Street frontage of the property, north of the entrance drive, allowing the transformer to remain within the sidewalk area.~~

- ~~5. The developer shall pay the capital cost for installation of Arlington County standard thoroughfare street lighting as required by the final engineering plan.~~
- ~~6. If and when a tunnel connection or other major pedestrian facility from the northwest quadrant (of the intersection of Glebe Road and Fairfax Drive) is constructed by the County which would connect that quadrant to the Ballston Metro Station, the developer agrees to contribute up to \$27,000 (1984 dollars with Consumer Price Index escalation) at the time the contract is let for the construction of that portion of the tunnel. If commencement of construction has not been accomplished by January 1, 1995, the developer shall have no further obligations pursuant to this condition.~~
- ~~7. The developer shall construct a four foot high brick screening wall between the sidewalk and the parking area, along the approximately 80 feet of site frontage south of the entrance drive on North Vermont Street.~~
- ~~8. The Fairfax Drive and North Vermont Street sidewalks shall be paved in accordance with the standards set forth in the Ballston Sector Plan.~~
- ~~9. A minimum 6 foot tall opaque screening fence shall be provided along the 250 foot side lot line between the site and the property immediately adjacent to the east.~~
- ~~10. The parking spaces along the east property line shall be changed to be oriented at 45° for the entire length of the 5 standing spaces to maintain a minimum 12 foot one-way aisle.~~
- ~~11. Final engineering plans, including a street tree plan, shall be approved by the Department of Public Works prior to the issuance of a building permit.~~
- ~~12. The developer shall dedicate all required easements prior to the issuance of a building permit.~~
- ~~13. A surety agreement with the Department of Public Works for the construction of all facilities within the public right of way or easements shall be executed prior to the issuance of any building permits.~~
141. The developer shall submit a detailed final site development and landscaping plan at a scale no greater than 1/16 inch = 1 foot to be approved by the County Manager or his designee prior to the issuance of any applicable permits. Minor changes in building, street and driveway locations and other details of design as necessitated by more detailed planning and engineering studies shall be permitted. The site development and landscaping plan shall include:
 - a. Identification of all trees to be retained and the methods which will be employed to ensure their preservation and protection during construction;
 - b. The location, dimensions and materials for privacy walls, fences, patios, driveways, driveway aprons, walkways, air conditioners, parking and walkway lights and common repositories for mail delivery and trash service;
 - c. Street trees in accordance with County policy for planting in public right-of-way;
 - d. Topography at 2 foot intervals;
 - e. Utility easements; and

- f. The location of sidewalks, street lighting, entrances, utility vaults, fire hydrants (or standpipes), storm water detention facilities, and utility easements.
152. Planting materials shall be of good nursery stock and guaranteed for one planting season. Existing trees, proposed to be retained, which die within a year of completion of construction, shall be replaced. Plant materials and landscaping shall adhere to the following minimum standards:
- g. Major deciduous trees - 2 1/2 inch to 3 inch minimum caliper, 10 to 12 feet minimum height.
 - h. Evergreen trees - 8 to 10 feet minimum height.
 - i. Ornamental trees - 1 1/2 inch to 2 inch minimum caliper, 6 to 8 feet minimum height.
 - j. Shrubs 18 inch to 24 inch minimum spread.
 - k. All new lawn areas shall be sodded.
 - l. Exposed earth not to be sodded shall be well mulched or planted in ground cover.
3. The applicant agrees that the 5,000 square feet of space located on the first floor of the building, shown on the plans dated 1/16/2010, prepared by Cohos Evamy as rooms 102 and 103 shall be used for retail or service commercial uses only.
4. The applicant agrees to submit a revised landscape plan showing landscaping for the site consistent with new Conditions #1 and #2. The plan shall provide for the replacement of any dead or dying plant materials including lawn areas, and show any additional improvements planned. This plan shall be approved by the County Manager or his designee prior to the issuance of the Certificate of Occupancy for the use, and any repairs or improvements shall be installed by August 11, 2011.
5. **Streetscape**
The developer agrees to remove and replace any damaged curb, gutter, and sidewalk along the North Fairfax Drive and North Vermont Street frontages of this site prior to August 1, 2011, in accordance with a plan approved by the County Manager or designee, and consistent with Arlington County standards and specifications. The developer further agrees to maintain the curb, gutter, and sidewalk for the life of the site plan.
6. **Street Lighting Requirements**
The developer agrees to purchase and install double-globe Virginia Power "Carlyle" standard street lights along the North Fairfax Drive and North Vermont Street frontages of the site prior to August 1, 2011, in accordance with a lighting plan approved by the County Manager or designee, consistent with adopted County Street Lighting Policy. The height of the street lights shall be 16 feet, measured from the sidewalk to the base of the luminaire. The developer agrees to remove all standard thoroughfare lights from the site, unless the County decides that one or more are required to provide adequate lighting for street safety purposes at intersections. The developer agrees to pay the cost of moving existing or installing additional standard thoroughfare lights if required above.
7. **Public Improvements Bond**
Upon approval of the street improvement and lighting plans, the applicant agrees to submit a performance bond estimate for the construction or installation of all facilities (including streetscape and lighting installation) within the public rights-of-way or easements to the

Department of Environmental Services for review and approval. Upon approval of the performance bond estimate by the Department of Environmental Services, the developer agrees to submit to the Department of Environmental Services a performance bond, in the approved amount of the estimate, and an agreement for the construction or installation of all these facilities within the public rights-of-way or easements, which shall be executed by the developer in favor of the County before the issuance of the Certificate of Occupancy for the educational institution.

8. TDM Requirements

The building owner and educational institution agree to develop and implement a Transportation Management Plan (TMP) in order to achieve the desired results of the Arlington County Transportation Demand Management (TDM) program. The building owner and educational institution agree to obtain the approval of the County Manager or his designee for such plan before the issuance of the first Certificate of Occupancy for the educational use. Any use other than educational, shall require administrative approval of a new set of TDM measures and a new TDM plan by the County Manager or his designee.

All dollar denominated rates will be adjusted for inflation by the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) Inflation Calculator from the date of site plan or use permit approval.

The Transportation Management Plan shall include a schedule and details of implementation and continued operation of the elements in the plan. The Transportation Management Plan shall include, but not be limited to, the following strategies:

Participation and Funding

- a. Maintain an active, on going relationship with Arlington Transportation Partners (ATP), or successor entity, on behalf of the property owner.
- b. Designate an employee of the educational institution as Transportation Coordinator (TC) to be a primary point of contact with the county and undertake the responsibility for coordinating and completing all TMP obligations. The applicant and /or building management will provide, and keep current, the name and contact information of the TC to Arlington County Commuter Services (ACCS) or successor. The Transportation Coordinator shall be appropriately trained, to the satisfaction of ACCS, to provide rideshare, transit, and other information provided by Arlington County intended to assist with transportation to and from the site.
- c. In addition to supporting the ongoing activities of the Property Transportation Coordinator and other commitments of this TMP, the developer agrees to contribute to the Arlington County Commuter Services (ACCS), or successor, to sustain direct and indirect on-site and off-site services in support of TMP activities annual contributions of \$2,000.00 per year during the time in which Westwood College occupies the building. Payment on this commitment will begin as a condition of issuance of the first Certificate of Occupancy for the educational use. Subsequent payments will be made annually.

Facilities and Improvements

- a. The building owner shall provide in the lobby or lobbies, static Transportation Information Center Displays, the number/content/design/location of which shall be approved by ACCS / ATP, to provide transportation-related information to students, employees and visitors. Management shall keep display(s) stocked with approved materials at all times.
- b. The building owner shall comply with requirements of Site Plan conditions to provide bicycle parking/storage facilities.

Parking Management Plan

- a. The educational institution shall provide a minimum of 19 spaces. All parking will have charges associated with it.
- b. No on-street loading will be permitted between the hours of 7 and 9 AM and 4 to 6 PM.
- c. Establish monthly parking rates for single occupant vehicles (SOV) consistent with comparable office buildings located in the Ballston Metro Station Area.
- d. Provide reserved spaces for carpools and vanpools for the office and retail space that are conveniently located with respect to the elevators serving the building.
- e. Provide registered vanpools with free parking.
- f. Oversee program to provide carpools with a parking subsidy. Subsidies will be:
 - (a) Two-person carpool subsidy shall equal one-third the single-occupant vehicle monthly parking rate.
 - (b) Three-person (or more carpool) subsidy shall equal two thirds the single-occupant vehicle monthly parking rate.

Promotions, Services, Policies

- a. The educational institution shall provide SmarTrip cards plus \$20.00 Metro fare media per person, for free, one time, to each student on initial enrollment, each full or part-time instructor, and each employee or contractor distributed no later than the first day of classes of any given semester, quarter, or other education time frame.
- b. The building owner shall provide SmarTrip cards plus \$30.00 Metro fare media per person, for free, one time, to on-site property management and maintenance employees. The building owner shall provide, administer, or cause the provision of a sustainable commute benefit program for these employees (the program shall include, at a minimum, pre-tax employee contributions and/or tax-free transit or vanpool monthly contributions).
- c. The building owner provide SmarTrip cards plus \$30.00 Metro fare media per person, for free, one time, to new (after 04-22-2010) on-site employees of the

- retail and office tenants distributed no later than the first day of work at the building.
- d. Both the building owner and the educational institution agree to provide website hotlinks to CommuterPage.com™ under a “transportation information” heading from websites regarding this building and Westwood College.
 - e. The educational institution’s Transportation Coordinator (TC) shall distribute a new student and /or employee package, material provided by Arlington County, which includes site-specific ridesharing and transit-related information to each tenant, student, and employee. Packages will be distributed to tenants, students, and employees later than their first day of work or class attendance.
 - f. The building owner agrees to reference the Ballston Metro Station in promotional materials and advertisements.
 - g. Both the building owner and the educational institution agree to cooperate with Arlington County to assist the County in implementing a transit-advertising program that will distribute information four times per year to all residents, tenants, employees, and visitors.
 - h. The educational institution’s Transportation Coordinator (TC) agree to participate in Ozone Action Days and other regionally sponsored clean air, transit, and traffic mitigation promotions by posting notice of such promotions in locations within the building(s).

Performance and Monitoring

- a. Upon approval of the TMP by the County, both the building owner and the educational institution agree to implement all elements of the plan with assistance when appropriate by agencies of the County.
- b. The building owner shall reimburse ACCS or successor, for a transportation performance monitoring study at two years, five years, and each subsequent five years (at the County’s option) after issuance of first Certificate of Occupancy. The County will specify the timing and scope of the study. The study may include average vehicle occupancy, daily vehicle-trips to and from the site, and parking availability by time of day for the site and pedestrian traffic. The study shall include an all-day count of site-generated vehicle traffic and a voluntary mode-split survey. The building owner and/or operator will assist and encourage tenant’s employee participation in mode split surveys which may be of an on-line, or email variety. The educational institution’s Transportation Coordinator (TC) shall require students of the educational institution to participate.
- c. At the start up of the TMP and on an annual basis thereafter, The educational institution’s Transportation Coordinator (TC) will submit a report to the County Manager, which may be of an on-line, or email variety, describing completely and correctly, the TDM related activities of the site.

9. Bicycle Storage Facilities

All bicycle storage facilities are to be provided and installed by the building owner.

Sixteen (16) bicycle spaces shall be installed on the exterior of the building at locations approved by the Arlington County Bicycle and Pedestrian Program Manager for use by the educational institution's students and employees.

Employee and student bicycle parking facilities shall be highly visible from an elevator entrance, a full-time parking attendant, a full-time security guard or a visitor/customer entrance. Employee and student bicycle parking must be located within 50 feet of the primary building entrance. Any bicycle parking racks used on the site must conform to the Arlington County Standard or be approved by the Bicycle and Pedestrian Program Manager. Drawings showing that these requirements have been met shall be approved by the Bicycle and Pedestrian Program Manager before the issuance of the first Certificate of Occupancy for the educational use. Any other use shall require a site plan amendment and new set of bicycle measures.

10. Retail Bicycle Storage Facilities:

Two (2) retail visitor/customer bicycle parking spaces for every 10,000 square feet, or portion thereof, of the first 50,000 square feet of retail floor area; one (1) additional retail visitor/customer space for every 12,500 square feet, or portion thereof, of additional retail floor area; and one (1) additional retail employee space for every 25,000 square feet, or portion thereof, of retail floor area. The retail visitor/customer bicycle spaces shall be installed at exterior locations within 50 feet of the primary entrance, and such locations shall be reviewed by the Division of Transportation. The developer agrees to obtain approval of the location, design and details of the retail visitor/customer bicycle spaces as part of the final site development and landscape plan. Facilities for retail visitors/customers must meet the County standards for bicycle racks, be located close to retail visitor/customer entrances or the closest retail vehicle parking spaces, and be approved by the Bicycle and Pedestrian Program Manager before installation.

11. Refuse Delivery to County Disposal Facility

The developer agrees to deliver all refuse, as defined by the Arlington County Code, to an operating refuse disposal facility designated by the County Manager. Any facility designated by the County Manager will have competitive rates at or below other facilities in the region otherwise available to the developer. The developer agrees that if it intends to deliver its refuse from this project to a facility other than the disposal facility designated by the County Manager, then the developer will submit that decision in writing to the DES Solid Waste Bureau along with a comprehensive cost analysis justifying the developer's decision. The developer further agrees to stipulate in any future lease or property sale agreements and deeds that all tenants or property owners shall also comply with this requirement for the life of the site plan.

12. Comprehensive Sign Plan

The developer agrees to develop and submit a comprehensive sign plan and that all exterior signs (including identification and directional signage) shall be consistent with the guidelines contained in "Sign Guidelines for Site Plan Buildings" and with Section 34 of the Zoning Ordinance. The Zoning Administrator shall determine whether the signs meet the standards of the guidelines and the Ordinance. No sign permits will be issued until a comprehensive sign plan is approved. The developer agrees to obtain approval from the Zoning Administrator of the comprehensive sign within one (1) year of approval, or May 22, 2011. All proposed rooftop signs, defined as all signs that are 35 feet or more above the ground, shall require a site plan approval or amendment.

PREVIOUS COUNTY BOARD ACTIONS:

August, 1962	Approved rezoning from “C-2” and “C-3” to “C-O”
January, 1963	Approved site plan for a 5-story office building, 44,748 square feet of GFA.
August, 1970	Approved site plan amendment to use two floors for the National Clinical Services Laboratories.
July, 1978	Approved rezoning from “C-O” to “C-O-2.5”
November, 1980	Approved rezoning from “C-O-2.5” to “C-O-A”
September, 1983	Denied Industrial Revenue Financing Application from Fairmont Associates to acquire and renovate existing office building.
March, 1984	Approved site plan amendment for façade, streetscape, and landscape improvements and the addition of approximately 15,000 square feet of GFA subject to conditions.
June, 1988	Approved standards by which administrative approval of future subdivision of site could occur.
January, 2006	Approved site plan amendment SP #331 to incorporate 4420 Fairfax Drive into existing site plan and construct approximately 237 dwelling units, approximately 9,200 square feet retail, associated parking, outdoor seating, modifications of use regulations for landscaped open space requirement, density, height, exclusion of retail and residential storage, and hotel parking.

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IMPERIAL

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) CODES.

ARCHITECT

COHOS EVAMY INTERIORS
 4420 North Fairfax
 Arlington VA

INTERIOR DESIGN

COHOS EVAMY INTERIORS
 4420 North Fairfax
 Arlington VA

STRUCTURAL ENGINEER

COHOS EVAMY INTERIORS
 4420 North Fairfax
 Arlington VA

ELECTRICAL ENGINEER

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MECHANICAL ENGINEER

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ADDITIONAL CONSULTANT

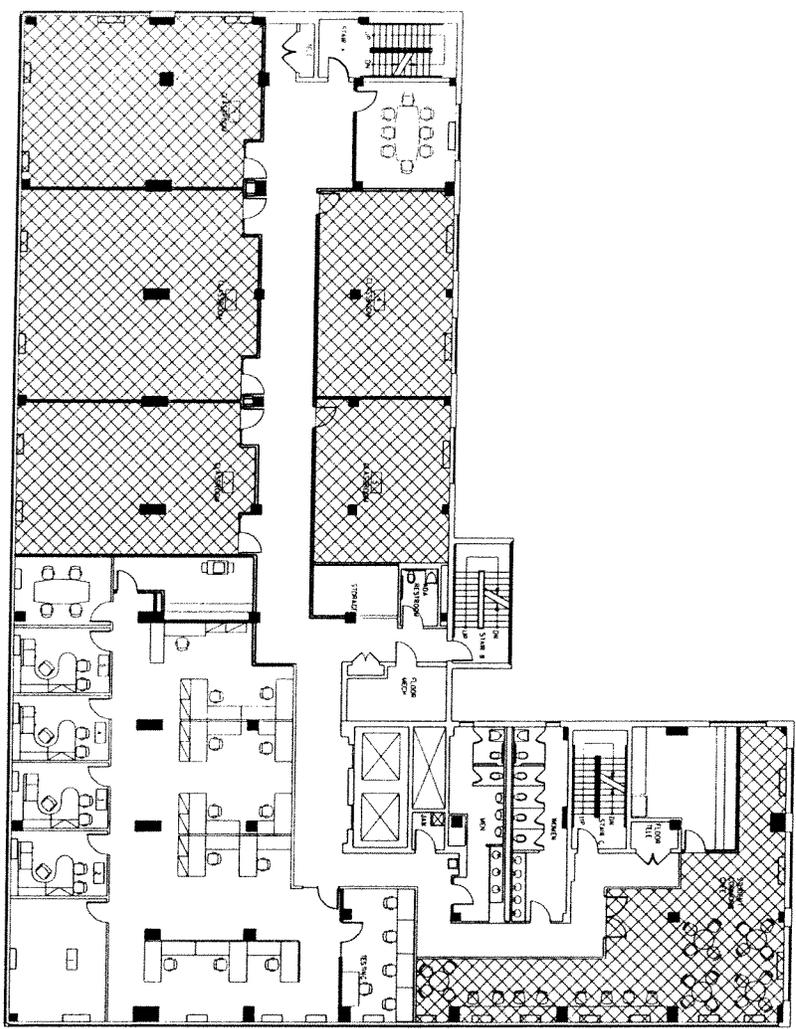
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 4420 North Fairfax
 Arlington VA

Westwood College VAB

4420 North Fairfax
 Arlington VA

DRAWN: _____
 CHECKED: _____
 PLOT DATE: 11/15/2018

A2



1 2ND FLOOR - ADMINISTRATION
 5 CLASSROOMS
 STUDENT COMMONS



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TEL: 703-261-1111
WWW.COHOS-EVAMY.COM

INTERIOR DESIGN

CHAS. EVAMY INTERIORS, INC.
INTERIOR DESIGNER
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STRUCTURAL ENGINEER

CONSULTANT: [Name]
[Address]
[City, State, Zip]
[Phone Number]

MECHANICAL ENGINEER

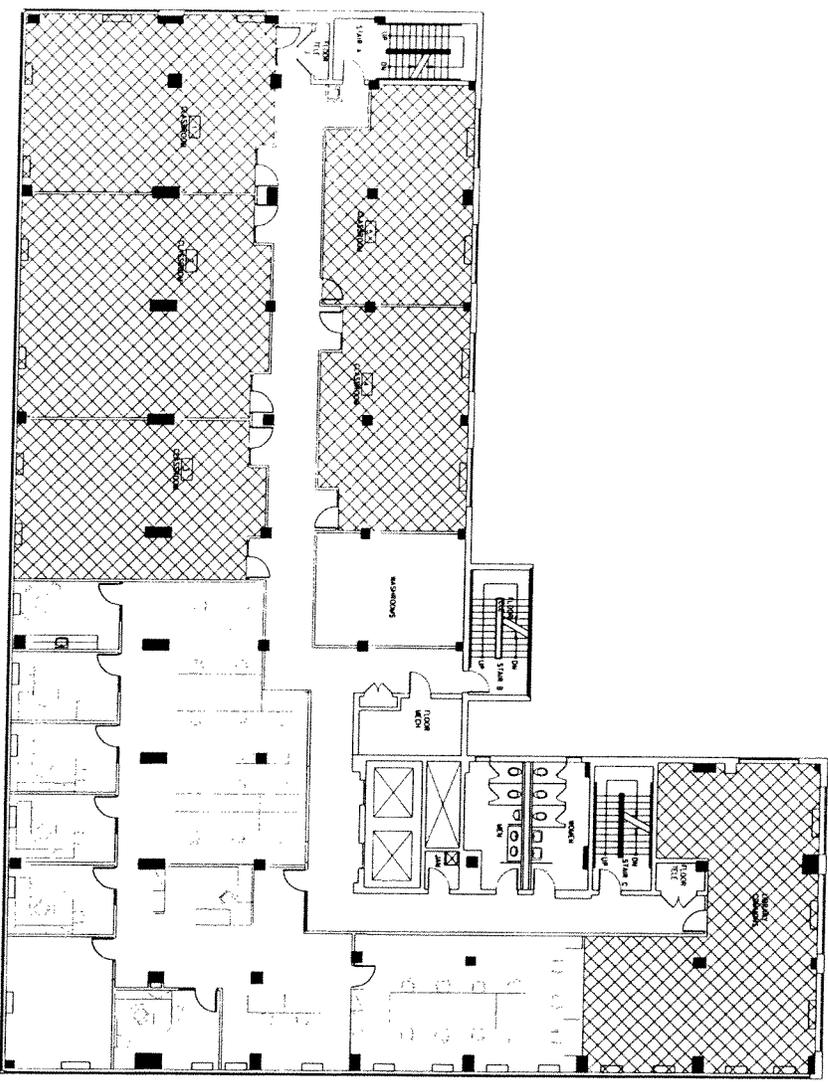
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[Address]
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ELECTRICAL ENGINEER

CONSULTANT: [Name]
[Address]
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[Phone Number]

ADDITIONAL CONSULTANT

CONSULTANT: [Name]
[Address]
[City, State, Zip]
[Phone Number]



INDICATES 4-1 OCCUPANCY
INDICATES 3 OCCUPANCY

1 3TH FLOOR - ACADEMIC AFFAIRS
5 CLASSROOMS
LIBRARY COMMONS



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ISSUED FOR

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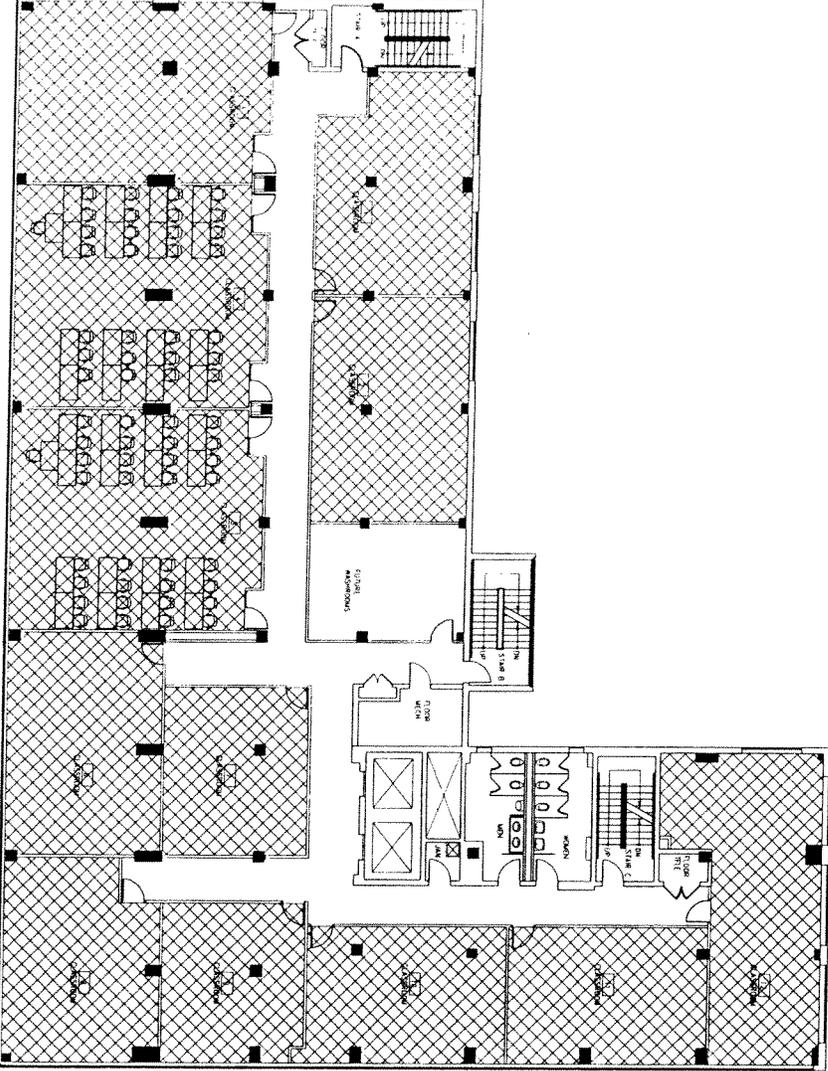
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INTERIOR DESIGN

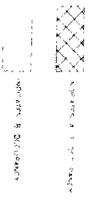
ELECTRICAL ENGINEER

MECHANICAL ENGINEER

ADDITIONAL CONSULTANT



1 4TH FLOOR - 12 CLASSROOMS
 SCALE: 1/8" = 1'-0"



Westwood College VAB
 4420 North Fairfax
 Arlington VA

DRAWN: _____ CHECKED: _____
 PLOT DATE: 06/14/2010

A4



SP#6
4420 North Fairfax Drive
RPC #14-051-019

Note: These maps are for property location assistance only.
 They may not represent the latest survey and other information.



Not To Scale

