



## ARLINGTON COUNTY, VIRGINIA

### County Board Agenda Item Meeting of October 20, 2018

**DATE:** October 12, 2018

**SUBJECT:** SP57-U-17-1 USE PERMIT ASSOCIATED WITH A SITE PLAN REVIEW for a private school with a maximum of 210 students (Sycamore School); located at 4600 Fairfax Drive (RPC# 14-053-055).

**Applicant:**

Snell Construction Corporation  
4600 Fairfax Drive, #1002  
Arlington, Virginia 22203

**By:**

Zachary G. Williams  
Bean, Kinney & Korman P.C.  
2300 Wilson Blvd., 7th Floor  
Arlington, Virginia 22201

**C.M. RECOMMENDATION:**

Renew the use permit associated with a site plan for a private school with a maximum enrollment of 210 students, subject to all previously approved conditions, with a three (3) month administrative review and a County Board review in three (3) years (October 2021).

**ISSUES:** This is a renewal for a use permit associated with a site plan for a private school with a maximum enrollment of 210 children. The applicant is currently not in compliance with the County Board's previously approved use permit conditions that require bicycle parking and a Transportation Management Plan report. The County's Department of Environmental Service's Commuter Services Division is working with the applicant to complete the outstanding requirements.

County Manager:

County Attorney:

MNC

3.

Staff: Cedric Southerland, DCPHD, Planning Division

**SUMMARY:** This is a one (1) year use permit review of a private school, The Sycamore School (the “School”), with a maximum enrollment of 210 students; located at 4600 Fairfax Drive. The hours for academic classes are Monday through Friday, 8:30 a.m. to 3:30 p.m. from September until June each year. Students attending the Sycamore School arrive as early as 8 a.m., and can participate in after-school extracurricular activities from 3:30 p.m. to 5:00 p.m. During the summer months, the School may offer summer camps from 8 a.m. to 5:00 p.m. Monday through Friday. In addition, the School may offer occasional school-related and community-based events in the evenings which will conclude by 11:00 p.m. The School occupies approximately 9,000 square feet on the third floor of the existing office building, which was previously occupied by Northern Virginia Community College. The current academic year has 35 students enrolled: seven (7) in the high school program; and 28 in the middle school program; and will not exceed an enrollment of 60 students. The School has 10 full-time and three (3) part-time employees during this current academic year. Over the next five (5) years, the School anticipates expanding to a maximum enrollment of 210 students in grades six (6) through 12, serving 90 middle school students and 120 high school students by 2023.

Conditions #7 and #8 require the applicant to have bicycle facilities operational, and the Transportation Management Plan (TMP) report submitted prior to September 30, 2018. At the time of this report both conditions had not been met. The Department of Environmental Services’ Commuter Services Division is working with the applicant to satisfy both conditions. The applicant is awaiting delivery of the outdoor bicycle rack, and once installed will receive final approval from DES. The applicant is also working with DES to finalize the TMP report as required in Condition #8.

**BACKGROUND:** The following provides additional information about the site and location:

Address / RPC:	4600 Fairfax Drive (RPC# 14-053-055)
Neighborhood:	Bluemont Civic Association
Zoning:	C-O 2.5
GLUP:	“Medium” Office-Apartment-Hotel
Existing Land Use:	The subject property is part of Site Plan #57 which was approved by the County Board on July 15, 1967. The site is located in Ballston and encompasses a 10-story office building and a 9-story hotel (Holiday Inn). A use permit on this property allows for a private school for up to 210 children in the office building.

Figure 1. Aerial View



**The Sycamore School**  
4600 N Fairfax Drive

Source: Pictometry

Figure 2. Street View



Source: CPHD

**DISCUSSION:** The following details the proposed use and provides staff's assessment of the use.

REVIEWED USE:

<u>Private School:</u>	Approved for up to 210 students.
<u>Current Enrollment:</u>	35 students. Not to exceed 60 students this academic year.
<u>Staff:</u>	10 full-time, 3 part-time
<u>Hours of Operation:</u>	Monday through Friday from 8 a.m. to 5 p.m. Special evening events conclude by 11 p.m.
<u>Parking:</u>	See Table 1 for vehicle parking and Table 2 for bicycle parking.

**Table 1: Parking for Educational Use – The Sycamore School**

<b>Provided Parking</b>	
Reserved Parking Spaces Provided	10 Spaces
Available Spaces On-Site	100 Spaces
<b>Required Parking</b>	
<b>Current Enrollment - (28 Middle School Students/ 7 High School Students)</b>	<b>6 Spaces</b>
Middle School Employee Parking - 1 Space per 7.5 Students	4 Spaces
Middle School Visitor Parking - 1 Space per 10 Students	1 Space
High School Employee Parking – 1 Space per 40 Students	1 Space
<b>Full Enrollment - (210 Middle and High School Students) *</b>	<b>27 Spaces</b>
Middle School Employee Parking - 1 Space per 7.5 Students	12 Spaces
High School Employee Parking - 1 Space per 10 Students	12 Spaces
Middle School Visitor Parking - 1 Space per 40 Students	3 Spaces
High School Public Assembly Space	0 Spaces

*\* Assumes 90 middle school students and 120 high school students*

**Table 2: Bicycle Parking for Educational Use – The Sycamore School**

<b>Provided Bicycle Parking</b>	
<b>Bicycle Parking Spaces Provided</b>	<b>8 Spaces</b>
Outside Bicycle Racks for Students	6 Spaces
Inside Bicycle Racks for Employees	2 Spaces
<b>Required Bicycle Parking</b>	
<b>Current Enrollment - (35 Students)</b>	<b>4 Spaces</b>
Student Bicycle Parking - 1 Space per 10 Students	4 Spaces
<b>Full Enrollment – 210 Students</b>	<b>21 Spaces</b>
<b>Employee Bicycle Parking (10 Full-Time/ 3 Part-Time)</b>	<b>2 Spaces</b>
Employee Bicycle Parking - 1 Space per 10 Staff	2 Spaces
Storage Locker – 1 Locker per 10 Staff	2 Lockers

**ASSESSMENT:**

<u>Code Enforcement:</u>	No issues reported.
<u>Zoning Enforcement:</u>	The Applicant is not in compliance with two of the approved use permit conditions.
<u>Fire Marshal's Office:</u>	No issues reported.
<u>Police Department:</u>	No issues reported.
<u>CPHD, Planning:</u>	Staff supports renewal of the use permit for the private school. Relevant County agencies have reported that there are no issues with the operation of the subject use. However, the applicant had not submitted the Transportation Management Program (TMP) report as required by Condition #8, nor have they satisfied Condition #7 related to bicycle parking. The applicant is working with the Department of Environmental Services' Commuter Services Division to fulfill the requirements of both conditions. DES has preliminarily approved the applicant's proposed Bicycle Parking Plan and is awaiting the installation of the bicycle rack by the applicant anticipated at the end of October. And while the TMP report was filed, it was not submitted by the requisite date of the condition. However, it is under review with DES. Staff anticipates outstanding comments will be addressed in the near term as they relate to the provision of additional documentation for the Transportation Information Display and the approved landscape plan. Renewal of the use permit

will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use; be detrimental to the public welfare or injurious to property or improvements in the neighborhood; and is not in conflict with the purposes of the master plans of the County. Staff recommends a three (3) month administrative review to monitor the growth of the school between County Board reviews, and ensure compliance with the Transportation Management Plan and the Bicycle Parking Plan, and a County Board review in three (3) years.

## **PUBLIC ENGAGEMENT:**

### *Level of Engagement:*

#### **Communicate**

This level of engagement is appropriate because the continued implementation and operation of the approved use is not anticipated to adversely impact the neighborhood.

### *Outreach Methods:*

- Public notice was given in accordance with the Code of Virginia §15.2-2204. Notices of the County Board hearing on the use permit were placed in the September 26, 2018 and October 3, 2018 issues of the Washington Times for the October 20, 2018 County Board Meeting.

In addition to the above legal requirements:

- Individual letters outlining the project description and public hearing details were mailed to surrounding property owners of the subject property.
- Placards were placed in various locations surrounding the subject property within seven (7) days of the public hearing.
- Civic associations were informed of the application via email communication. The subject property is located within the Bluemont Civic Association and is adjacent to the Ballston-Virginia Square Civic Association.

### *Community Feedback:*

The Bluemont Civic Association had not provided comments at the time of this report.

The Ballston-Virginia Square Civic Association had not provided comments at the time of this report.

**CONCLUSION:** The operation of the Sycamore School at the subject location has not adversely affected the health and safety of persons residing or working in the neighborhood and is not in conflict with the purposes of the master plans of the County. The applicant is working with DES to satisfy conditions related to the submission of its annual TMP report and installation of bike racks. Therefore, staff recommends renewal of the use permit associated with a site plan for a private school with a maximum enrollment of 210 students, subject to the approved conditions of the staff report with a three (3) month administrative review and a three (3) year County Board review (October 2021).

## **PREVIOUS COUNTY BOARD ACTIONS:**

July 15, 1967	Approved a Site Plan for office gross floor area of 185,190 square feet and 221 motel units, for a period of two years, subject to the approved buildings being under construction within approved time [Z-1855- 66-4].
June 4, 1969	Approved a Site Plan Extension for one year, with deletion of condition #1.
June 9, 1979	Deferred a Site Plan Amendment Request.
August 18, 1979	Approved a Site Plan Amendment for elimination of North Woodrow Street through the site and for relocation and redesign of parking areas and realignment of the hotel site, subject to conditions and modifications.
March 30, 1981	Approved a Site Plan Amendment to redesign and relocate the hotel, to redesign the parking structure and to eliminate the raised pedestrian plaza located above the parking structure, subject to conditions and modifications.
June 14, 1986	Approved a Site Plan Amendment for two (2) rooftop signs at 110 square feet each, and two (2) lobby entrance signs at 51 square feet each for the Holiday Inn.
March 7, 1987	Approved a site plan amendment to for a 4.6-meter diameter satellite received antenna on the main roof of the Holiday Inn.
March 5, 1988	Deferred a Site Plan Amendment for an entrance canopy and signs, and freestanding sign reading “Lacey Station Restaurant” for the Holiday Inn.
April 16, 1988	Deferred a Site Plan Amendment for an entrance canopy and signs, and freestanding sign reading “Lacey Station Restaurant” for the Holiday Inn.



April 16, 1988	Deferred a Site Plan Amendment for a satellite dish antenna on the Chamber of Commerce building.
June 11, 1988	<p>Approved a building wall sign for Lacey Station restaurant, on the northeast corner of the building, not to exceed 15.2 square feet (in lieu of the freestanding sign) and canopy fascia signage not to exceed 5.4 square feet for a total sign area of 20.6 square feet.</p> <p>Denied a freestanding sign for Lacey Station restaurant.</p>
June 11, 1988	Approved a Site Plan Amendment for a 3.7-meter diameter satellite dish antenna on the Chamber of Commerce building, subject to the condition in the staff report.
May 16, 1992	Approved a site plan amendment to for a 4.6-meter diameter satellite received antenna on the main roof of the Holiday Inn.
May 20, 1993	Deferred a Site Plan Amendment for an entrance canopy and signs, and freestanding sign reading "Lacey Station Restaurant" for the Holiday Inn.
October 24, 2009	Deferred a Site Plan Amendment request for exterior green light at the Holiday Inn located at 4610 Fairfax Drive to the November 14, 2009 County Board meeting.
November 14, 2009	Deferred a Site Plan Amendment for enhanced exterior lighting at the Holiday Inn located at 4610 Fairfax Drive to the December 12, 2009 County Board meeting
December 12, 2009	Approved a Site Plan Amendment for a comprehensive sign plan at the Holiday Inn located at 4610 Fairfax Drive subject to the proposed conditions of the staff report.
October 24, 2017	Approved a Use Permit Associated with a Site Plan (SP57-U-18-1) for a private school with a

maximum enrollment of 210 students (The Sycamore School) with a one (1) year County Board review (October 2018)

### Approved Conditions

1. The applicant agrees to comply with all applicable requirements set forth in all applicable ordinances, codes, and regulations, including but not limited to the currently adopted editions of the Virginia Uniform Statewide Building Code, Parts I, II, and III, and its related regulations; the Virginia Fire Prevention Code; the Arlington County Zoning Ordinance; and the Arlington County Health Regulations. Furthermore, the applicant agrees to actively and promptly pursue obtainment of all required associated building and operational permits and occupancy certificates from the various administrative and regulating agencies.
2. The applicant agrees to ensure that the Sycamore School's (the "School") hours of operation for academic classes and extracurricular activities will be from 8:00 a.m. to 5:00 p.m. Monday through Friday, including student pick-up and drop-off. This condition shall not restrict the School from holding summer camps and programs, and if such events occur, will follow the same hours of operation. The applicant agrees to ensure that school related and/or community-oriented evening events will conclude by 11 p.m.
3. The applicant agrees to ensure that the maximum permitted enrollment at any one time shall be 210 students. The applicant further agrees that the maximum total occupant load shall be as determined and designated by the Inspection Services Division in accordance with the Virginia Uniform Statewide Building Code, which may also be fewer than the maximum noted above.
4. The applicant agrees to ensure that the School designates a neighborhood liaison to communicate with nearby residents and neighbors to address concerns that may be related to this private school. The name, telephone number, and electronic mail address (if available) of the liaison shall be submitted by the School to the Zoning Administrator, Bluemont Civic Association, and Ballston-Virginia Square Civic Association prior to issuance of a Certificate of Occupancy.
5. The applicant agrees to ensure that the School meets annually with representatives of the Department of Parks and Recreation (DPR) Athletic Facility Services Division and Community Planning, Housing and Development's (CPHD) Planning Division before the new school year begins, to review the need for athletic and/or non-athletic field park space during the upcoming academic year. The applicant further agrees to ensure that the School pays all applicable DPR field rental fees if the School seeks to reserve the athletic field at Fields Park for a non-recurring event.
6. The applicant agrees to ensure that the School submit a parking plan and obtain the review and approval of such plan by the Zoning Administrator. The applicant agrees that the plan shall be approved only if it shows the location of the designated on-site staff parking spaces. The parking spaces shall comply with all requirements set forth in all applicable ordinances and regulations, including, by way of illustration and not limitation, those administered by Section 14 of the Arlington County Zoning Ordinance.

The Zoning Administrator's approval shall be obtained prior to issuance of a certificate of occupancy for the private school use.

## **7. Bicycle Parking**

- a. Unless otherwise specified, the applicant agrees that all individual elements of this bicycle parking condition shall be operational prior to September 30, 2018.
- b. The applicant agrees to provide a minimum of one (1) bicycle parking space per ten (10) staff and one (1) bicycle parking space per ten (10) students in Class III facilities, which shall meet, at a minimum, the standards for Class III storage space as defined in the Arlington County Bicycle Parking Standards, 2016 Update, or subsequent revision in effect on the date of approval, or be approved as equal to that shown in the Standards. The applicant agrees to provide bicycle parking under cover from weather wherever possible.
- c. The applicant agrees to provide for every required staff bicycle parking space, a minimum of one (1) clothes storage locker per ten (10) staff. The lockers shall be a minimum size of 12 inches in width, 18 inches in depth, and 36 inches in height. The applicant agrees to provide no fewer than two (2) lockers.
- d. The applicant agrees to ensure that the School provides a Bicycle Facilities Management Plan included in the Transportation Management Plan once the School has 100 or more enrolled students. This plan shall include:
  - i. A description of how access and security to lockers will be provided and how school staff will be notified periodically of the bike parking and lockers.
  - ii. Management of locker assignments, and re-assignments, to bicycle commuters.
  - iii. Hours of operation or availability to users. Lockers for school staff shall be available to employees during all hours in which employees may access the building. Bicycle commuters shall be permitted to use the lockers for storage 24 hours per day, 7 days per week, to facilitate bicycle commuting.
  - iv. A description of how student enrollment and staff will be evaluated and reported on an annual basis and what steps will be taken to expand bike parking and locker facilities as necessary based on the ratio above each year.

## **8. Transportation Management Plan**

The applicant agrees to ensure that the School obtains approval from the County Manager of a Transportation Management Plan (TMP). Such approval shall be given if the County

Manager finds that the TMP includes a schedule and description of implementation and continued operation, throughout the life of the Use Permit, of all elements outlined below under sub-sections A (Participation), B (Facilities and Improvements), C (Promotions, Services, and Policies), and D (Performance and Monitoring).

Upon approval of the TMP by the County Manager, the applicant agrees to ensure that the School implement all elements of the plan with assistance, when appropriate, by agencies of the County.

Unless otherwise specified, the applicant agrees that all individual elements of this TMP shall be operational prior to September 30, 2018 unless otherwise specified.

Unless otherwise specified, all dollar denominated rates shall 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 first approval of this condition.

**a. Participation**

- i. Establish and maintain an active, ongoing relationship with Arlington Transportation Partners (ATP), or successor entity.
- ii. Designate a member of school management as Transportation Coordinator (TC) to be a primary point of contact with the County and undertake the responsibility for coordinating and completing all Transportation Management Plan (TMP) obligations. The school management will provide, and keep current, the name and contact information of the TC to Arlington County Commuter Services (ACCS) or successor. The TC shall be appropriately trained, to the satisfaction of Arlington County Commuter Services (ACCS) or successor, to provide rideshare, transit, and other information provided by Arlington County or the Arlington County Commuter Services (ACCS) or successor intended to assist with transportation to and from the site.

**b. Facilities and Improvements**

- i. Provide an information display, the number/content/design/location of which shall be approved by Arlington County Commuter Services (ACCS), to provide transportation related information to students, staff, and visitors. School management shall keep display stocked with approved materials at all times.

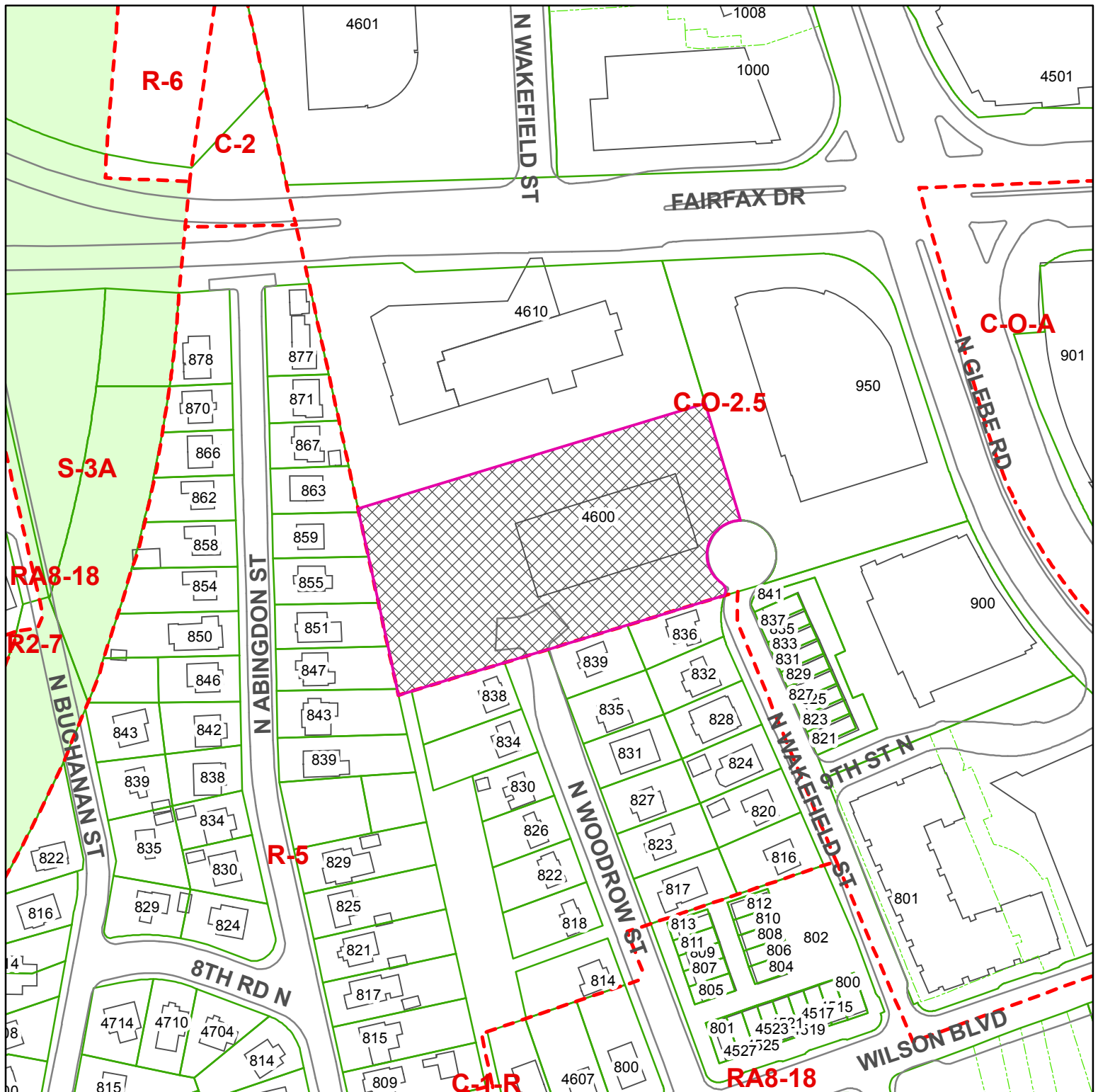
**c. Promotions, Services, Policies**

- i. Prepare, reproduce and distribute a welcome package, digital or hard copy, consisting of informational materials provided by Arlington County, which includes site-specific ridesharing and transit-related information, to each new school employee and to the parent/guardian of each new student, at the start of each school year.

- ii. The applicant agrees to ensure that the School provides, under a “transportation information” heading on the school website:
  - 1. Links to the most appropriate Arlington County Commuter Services web page(s). Obtain confirmation of most appropriate link from ACCS.
  - 2. A description of key transportation benefits and services provided at the building, pursuant to the Transportation Management Plan.
- iii. The applicant agrees to ensure that the School provides the following promotions, services, or policies once the school has 100 or more enrolled students:
  - 1. The applicant agrees to ensure that the School provides one time, per person, to each new school employee, whether employed part-time or full-time, directly employed or contracted, who moves into or begins employment in the building, the choice of one of the following:
    - a. \$65.00 Metro fare on a SmarTrip card or successor fare medium
    - b. A one year bikeshare membership
    - c. A one year carshare membership
    - d. The TDM Planning Program Manager may approve additions to, or substitution of one or more of these choices with a comparable transportation program incentive, as technology and service options change, if he/she finds that an incentive shall be designed to provide the individual with an option other than driving alone in a personal vehicle, either by removing a barrier to program entry, such as a membership cost, or by providing a similar level of subsidized access to a public or shared transportation system, program or service.
  - 2. The applicant agrees to ensure that the School provide, administer, or cause the provision of a sustainable commute benefit program for each school employee, whether employed part-time or full-time, directly employed or contracted, which program shall include, at a minimum, a pre-tax transportation benefit, as defined by the IRS, or a subsidized/direct transportation benefit, as defined by the IRS.
  - 3. The applicant agrees to ensure that the School provide one time, per person, to each new student, a \$25 iRide SmarTrip card. Distribution of this card may be incorporated into school curriculum involving sustainable transportation to introduce students to local transportation services and travel options.

**d. Performance and Monitoring**

- i. On an annual basis, the applicant agrees to ensure that the School submit an annual report by September 30, beginning in 2018 and each year thereafter, as specified by the TDM Planning Program Manager, describing completely and correctly, the TDM related activities of the school. This report will include updated student enrollment figures and total employees to facilitate evaluation of bike parking and locker needs at the school. In addition, the report will include transportation performance monitoring survey results, which shall include at minimum one or a combination of the following kinds of data: classroom student tallies, parent surveys, and/or employee mode-split surveys. The applicant agrees to ensure that the School agrees to notify, assist, and strongly encourage participation by students, parents, and employees in these mode-split surveys. The applicant agrees to ensure that the School agrees to work with Arlington Transportation Partners to conduct these surveys, and will provide summary results and data in the form specified by the County.
9. The Applicant agrees to ensure that the School will provide, during regular drop-off and pick-up hours for the School, a staff member at the entrance to the building from N. Wakefield St. to assist in the arrival and departure of students.




SP57-U-17-1

4600 Fairfax Dr

RPC # 14-053-055



 Case Location(s)  
Scale: 1:1,800

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

Department of Community Planning, Housing and Development

County Use Only  
Date Placard Posted \_\_\_\_\_  
By \_\_\_\_\_  
Removed \_\_\_\_\_