April 1, 2020 By Email

Warren Dekker, P.E.
Washington Gas
6801 Industrial Rd
Springfield, VA 22151

RE: **Site Plan Amendment Application for the Washington Gas Regulator Station Relocation to the West End Park | MUNIS #2020-0069**

Dear Mr. Dekker,

The City staff has reviewed the submission of the above referenced application package, received on March 5, 2020, for the proposed relocation of the Washington Gas regulator station to the West End Park. This letter and attachments transmit the staff comments for your review and response.

APPLICATION SUMMARY:

The following is a summary of the site plan amendment application:

Applicant: Washington Gas

Site: West End Park, along the western park boundary and adjacent to car wash building at 1050 West Broad Street.

Project: The City is requiring Washington Gas to relocate their existing gas regulator station on the west end of the city to accommodate the economic development project proposed at the current George Mason High School site. Washington Gas is requesting an easement area of approximately 175-foot long x 20-foot wide (2,970 sf) to provide space for installation of required equipment (two above-ground boxes), underground line connections, and future access and maintenance of the gas regulator station and gas line by Washington Gas.

Land Use Action Required:

A site plan amendment per Sec. 48-1134 is required for the Washington Gas regulator station relocation and related construction at West End Park, as the existing park landscaping will be disturbed and then replaced in an adjusted design. The site plan amendment will document the new easement and landscape changes to the city's previous approved site plan MUNIS 2009-0407, that reflected West End Park improvements approved in 2009.

STAFF REVIEW COMMENTS:

Current Planning

Carly Aubrey, AICP, Principal Planner, 703-248-5106

1. Sheet B-51499-13: See comments on this sheet in Attachment 1 regarding discrepancies between easement plat and description.
2. Sheet L-0401: Consider relocating the trash and recycling bins closer to that bench proposed to be relocated to Broad Street sidewalk.

Cameron Gahres, Urban Design Planner, 571-419-7366

3. Concerned about pedestrian pathways along the sidewalk of West Broad Street as construction begins at the park's gateway. Need construction phase plan that assurance that pedestrians will be able to safely pass without being pushed into West Broad Street.
4. Recommended that signage is placed to direct visitors to the alternative entrance. The W&OD offshoot asphalt pathway that is directly to the right of the main archway entrance connects into the park and might be highlighted as an alternative entrance into the park from West Broad Street.

Design *recommendations* to enhance pedestrian experience throughout the park, by the City Recreation and Parks Department or others:

5. Recommended to use high quality materials at the semi-circle gateway entrance of the park.
6. Recommended to continue to use the red metal material found in the West End Park signage to create a repeating visual theme throughout the park. The red metal could be inlayed into the brickwork of the entrance behind the solider course creating a welcoming and purposeful transition between the new paver entrance and the asphalt park path.
7. Consider celebrating the culvert near the entrance rather than have it remain hidden infrastructure. This is a park often visited by families and young children. It is an opportunity to create a miniature bridge-like entrance over the culvert and vegetation. Concrete slabs formed in wood frames, leaving naturalistic patterns, could be used to create a faux bridge path appearance with the help of a small arched hump shape and red metal guardrails.

Department of Public Works

Ali Khavari, Principal Engineer

1. Gas Piping & ESC Plan: Considering the significant relocation distance between the existing Washington Gas regulator station and the proposed location in West End Park, please make sure there is no impediment to sidewalk accessibility and safety along the path. In case a temporary sidewalk closure is needed, an approved MOT plan indicating appropriate ped detour and signage and marking plan needs to be in place to make sure ped safety measures are considered.

Zak Bradley, Senior Engineer, 571-422-6044

1. All pavers in the LOD shall be removed and replaced with Hanover Concrete Pavers, have a concrete base, and follow City Detail 204. This includes the sidewalk area and new entrance/plaza area. All pavers in the LOD shall be removed, squared off with the ex. Sidewalk and replaced.
2. All sign foundations shall be surveyed (vertical and horizontal) pre and post construction to verify foundations have not shifted. City shall review post construction survey date prior to signs being re-installed.
3. The existing culvert pipe shall be inspected with CCTV pre and post construction to verify no damage has been done. If damage is present the contractor will be required to replace the pipe in its entirety.
4. All sections of the path located in the LOD and/or easement shall be removed and replaced with vehicle rated pavement.
5. The proposed asphalt path restoration shall be changed to match existing material (concrete) and pattern.

Kate Reich, Arborist, 703-248-5183

1. All plantings proposed are less than 4 feet tall. We understand the need to keep the regulator boxes accessible, but much of the easement area has no regulator boxes. We would like to see some trees and/or taller shrubs mixed into the landscape where possible. At the same time, we would like visibility through the site maintained by avoiding large areas of foliage between 3 and 6 feet in height.
2. The tree protection for the streetscape planter MUST be chainlink fence sections set outside of the planter in concrete blocks, not staked inside the planter. Street planters contain irrigation and other utilities at varying depths and locations.
3. Root pad detail needs to be shown on the plan.
4. Protective fencing needs to be a minimum of 10 feet from tree #101.

Fire Marshal

Henry Lane, Fire Marshal, 703-248-5058

1. Any area that the gas lines, meters, or control boxes could potentially be subject to damage from vehicles will need to have vehicle impact protection bollards installed per section 313 of the SFPC.

Fairfax Water

Ross Stilling, P.E., 703-289-6385

1. No comment.

Boards and Commissions

On March 16, 2020, the Planning Commission provided a recommendation of approval to the City Council on the proposed easement. The meeting synopsis is attached. Please note the following: *And the expectation during site plan is that the developer will commit to the full restoration of the park with high quality materials*.

On March 4, 2020, the Recreation & Parks Advisory Board discussed the proposed easement documents. Their minutes/comments will be forwarded as soon as they are provided.

TIMING:

Site Plan Amendment schedule is as follows (subject to change):

- 2nd Submission (no later than) April 6 - 9, 2020
- Planning Commission Work Session (tentative) April 20, 2020 (*Tentative*)
- Administrative Approval (tentative) April 24 - 30, 2020
  In the event this schedule is unable to be met the timing will be extended

NEXT STEPS:

Please submit an electronic copy of the revised submission, see Attachment 8. The best thing to do is submit your application via e-mail to permits@fallschurchva.gov. If you have any questions, please feel free to contact the Case Planners below or the respective staff listed for specific technical questions. Finally, please let us know if you would like to meet via electronic meeting with staff to discuss the comments in this letter.

Prior to the site plan issuance, applicable bonds will need to be submitted. Bond information and instructions are included in Attachments 9 and 10. Please contact Karin Battle (kbattle@fallschurchva.gov) and/or Brittney Barbour (bbarbour@fallschurchva.gov) with questions on how to proceed with bond preparation and submission.

Gary Fuller, AICP
Deputy Planning Director
gfuller@fallschurchva.gov

Carly Aubrey, AICP
Principal Planner
caubrey@fallschurchva.gov

ATTACHMENTS:

1. Current Planning, Carly Aubrey Comments
2. DPW, Ali Khavari Comments

3. DPW, Zac Bradley Comments
4. DPW, Kate Reich Comments
5. Fire Marshal, Henry Lane Comments
6. Fairfax Water, Ross Stilling Comments
7. Planning Commission, 3.16.20 Meeting Synopsis
8. Electronic Submission Instructions
9. 01 CHECKLIST DPW Bond Package 2019
10. 02 Dev BOND INFO & REQUIREMENTS 2019

CC: Paul Stoddard, Director of Planning
Sue Long, CIP Program Manager

TO: Gary Fuller, Deputy Planning Director

FROM: Carly Aubrey, AICP, Principal Planner

DATE: March 18, 2020

RE: Comments on Gas Regulator Easement, W. End Park, Site Plan Amendment Application, MUNIS 2020-0069

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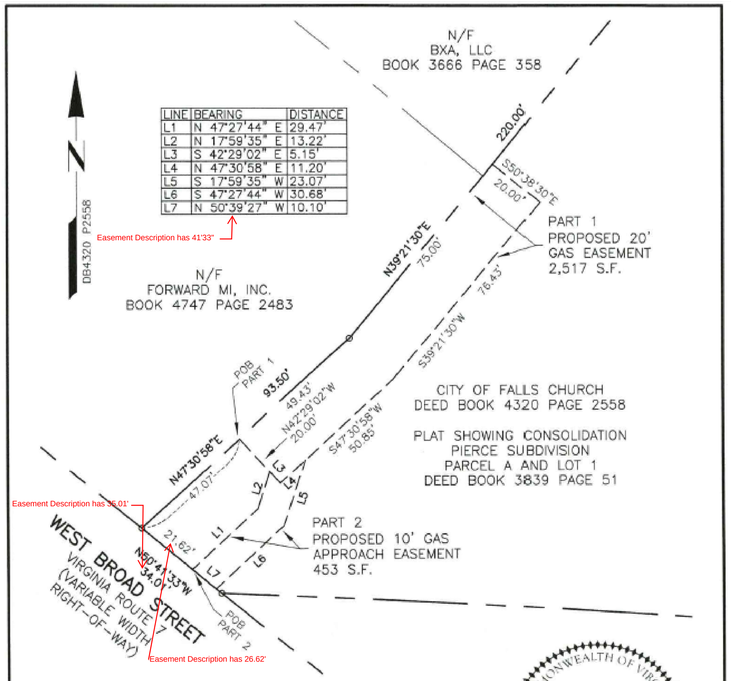
1. Sheet B-51499-13: See comments on this sheet in Attachment 1 regarding discrepancies between easement plat and description.
2. Sheet L-0401: Consider relocating the trash and recycling bins closer to that bench proposed to be relocated to Broad Street sidewalk.

ATTACHMENTS:

1. Site Plan with comments

CC: Paul Stoddard, Director of Planning



LINE	BEARING	DISTANCE
L1	N 47°27'44" E	29.47'
L2	N 17°59'35" E	13.22'
L3	S 42°29'02" E	5.15'
L4	N 47°30'58" E	11.20'
L5	S 17°59'35" W	23.07'
L6	S 47°27'44" W	30.68'
L7	N 50°39'27" W	10.10'

SKETCH PLAN DELINEATING
A PORTION OF THE PROPERTY OF
THE CITY OF FALLS CHURCH
DEED BOOK 4320 PAGE 2558

PLAT SHOWING CONSOLIDATION
PIERCE SUBDIVISION
PARCEL A AND LOT 1
DEED BOOK 3839 PAGE 41
CITY OF FALLS CHURCH, VIRGINIA
JANUARY 2020 SCALE: 1" = 30'

COMMONWEALTH OF VIRGINIA
JAMES ALDEN FLEMING
NO. 0403003486
LAND SURVEYOR
01-10-2020

KIM ENGINEERING
Kim Engineering, Inc.
MBE/DBE/SWaM
5901 Ammendale Rd, Suite F, Beltsville, MD 20705
240-542-4238
www.kimengineering.com
Baltimore, MD • Beltsville
Civil Engineering • Land Surveying • Geotechnical Engineering

KIM ENGINEERING

Gas Easement and
Gas Approach Easement

January 9, 2020
DESCRIPTION OF A PORTION OF
THE PROPERTY OF
THE CITY OF FALLS CHURCH
DEED BOOK 4320 PAGE 2558
TAX MAP NO. 51-516-087

Being a portion of the property described in a Deed of Consolidation made by the City of Falls Church dated October 26, 2009 and recorded in Deed Book 4320 at Page 2558 among the Land Records of Arlington County, Virginia; also being part of the property as shown on a plat entitled "Plat Showing Consolidation, Pierce Subdivision, Parcel A and Lot 1, Deed Book 3839 Page 51" being recorded as a part of said deed and being more particularly described as follows:

Part 1: Gas Easement

Beginning for the same at a point on the first (1st), or North 47°30'58" East, 93.50 foot, line of the aforesaid property of The City of Falls Church per deed recorded in Deed Book 4320 at Page 2558, said point being 47.07' northeasterly from the southwesterly end thereof; said line being the common line with the property of Forward MI, LLC, a Virginia limited liability corporation as described in a deed recorded in Deed Book 4747 at Page 2483 among the aforesaid Land Records; thence running with the outline of said property of The City of Falls Church the following two (2) courses and distances

1. North 47°30'58" East 49.43 feet to a point; thence continuing to run with the common line with the property of Forward MI, LLC, a Virginia limited liability corporation as described in a deed recorded in Deed Book 4747 at Page 2483 and the common line with the property of BXA, LLC, a Virginia limited liability company as described in Deed Book 3666 at Page 358
2. North 39° 21'30" East, 75.00 feet to a point; thence leaving the outline of the property of The City of Falls Church as recorded in Deed Book 4320 at Page 2558 and running to as to cross and include a portion thereof the following four(4) courses and distances
3. South 50°38'30" East, 20.00 feet to a point; thence
4. South 39°21'30" West, 76.43 feet to a point; thence
5. South 47°30'58" West, 50.85 feet to a point; thence
6. North 42°29'01" West, 20.00 feet to the point of beginning containing 2,517 square feet or 0.0578 acres of land.

KIM ENGINEERING

Part 2: Gas Approach Easement

Beginning for the same at a point on the tenth (10th), or North 50°41,33" West 35.01 foot line of the aforesaid property of The City of Falls Church per deed recorded in Deed Book 4320 at Page 2558, said point being 26.62 feet southeasterly from the northwesterly end thereof; said point also lying on the northerly right-of-way line of West Broad Street (Virginia Route 7), width varies; thence leaving the outline of said property and said northerly right-of-way line and running so as to cross and include a portion thereof the following six (6) courses and distances

1. North 47°27'44" East 29.47 feet to a point; thence
2. North 17°59'35" East, 13.22 feet to a point on the sixth (6th) line of Part 1 as described above; thence with a portion of said sixth (6th) and fifth (5th) lines, reversed
3. South 42°29'02" East, 5.15 feet to a point; thence
4. North 47°30'58" East 11.20 feet to a point; thence leaving the fifth (5th) line of Part 1
5. South 17°59'35" West, 23.07 feet to a point; thence
6. South 47°27'44" West, 30.68 feet to a point on the aforesaid the tenth (10th), or North 50°41,33" West 35.01 foot line of the aforesaid property of The City of Falls Church per deed recorded in Deed Book 4320 at Page 2558 and northerly right-of-way line of West Broad Street (Virginia Route 7), width varies; thence running with a portion thereof
7. North 50°41'33" West, 10.10 feet to the point of beginning containing 453 square feet or 0.0104 acres of land.

COMMONWEALTH OF VIRGINIA
JAMES ALDEN FLEMING
NO. 0403003486
LAND SURVEYOR
01-10-2020

KEEP VIRGINIA SAFE
DIG WITH C.A.R.E.
Call Miss Utility @ 811

PLANS PREPARED BY:
ENengineering
811 PINNACLE DRIVE
SUITE Q
LINTHICUM HEIGHTS, MD.
21090
TEL. 443-517-1600
FAX 410-787-0476
WWW.ENENGINEERING.COM

Washington Gas
CORPORATE ENGINEERING
6801 Industrial Road
Springfield, Virginia 22151
Telephone: 703-750-4405
Fax: 703-750-4447

| Rev. Number | Dr/Ck | Date | Appd | Appd | Appd

DATE: March 16, 2020

TO: Gary Fuller

FROM: Ali Khavari – DPW

SUBJECT: West End Park Site Plan Amendment for Washington Gas Regulator Relocation - Review Comments

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Gas Piping & ESC Plan

1. Considering the significant relocation distance between the existing Washington Gas regulator station and the proposed location in West End Park, please make sure there is no impediment to sidewalk accessibility and safety along the path. In case a temporary sidewalk closure is needed, an approved MOT plan indicating appropriate ped detour and signage and marking plan needs to be in place to make sure ped safety measures are considered.

Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001 • www.fallschurchva.gov

CITY OF FALLS CHURCH

DATE: March 18, 2020

TO: Gary Fuller

FROM: Zak Bradley – DPW

SUBJECT: West End Park – 1st Submission

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1) All pavers in the LOD shall be removed and replaced with Hanover Concrete Pavers, have a concrete base, and follow City Detail 204. This includes the sidewalk area and new entrance/plaza area. All pavers in the LOD shall be removed, squared off with the ex. Sidewalk and replaced.

2) All sign foundations shall be surveyed (vertical and horizontal) pre and post construction to verify foundations have not shifted. City shall review post construction survey date prior to signs being re-installed.

3) The existing culvert pipe shall be inspected with CCTV pre and post construction to verify no damage has been done. If damage is present the contractor will be required to replace the pipe in its entirety.

4) All sections of the path located in the LOD and/or easement shall be removed and replaced with vehicle rated pavement.

5) The proposed asphalt path restoration shall be changes to match existing material (concrete) and pattern.

Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001 • www.fallschurchva.gov

CITY OF FALLS CHURCH

TO: Gary Fuller, Deputy Planning Director

FROM: Kate Reich, City Arborist
Charles Prince, Urban Forester

DATE: April 1, 2020

RE: Arborist Comments on Gas Regulator site plan amendment, W. End Park Submission 1

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1. All plantings proposed are less than 4 feet tall. We understand the need to keep the regulator boxes accessible, but much of the easement area has no regulator boxes. We would like to see some trees and/or taller shrubs mixed into the landscape where possible. At the same time, we would like visibility through the site maintained by avoiding large areas of foliage between 3 and 6 feet in height.
2. The tree protection for the streetscape planter MUST be chainlink fence sections set outside of the planter in concrete blocks, not staked inside the planter. Street planters contain irrigation and other utilities at varying depths and locations.
3. Root pad detail needs to be shown on the plan.
4. Protective fencing needs to be a minimum of 10 feet from tree #101.

Carly Aubrey

From: Henry Lane
Sent: Monday, March 9, 2020 4:18 PM
To: Akida Rouzi; Doug Fraser; Tara Puzin; Zak Bradley; Ali Khavari; Andre Prince; Katherine Reich; Charles Prince; Lonni Marquetti; Kate Walker; Ross Stilling; Carly Aubrey; Jeffrey Sikes; Kerri Oddenino; John Boyle; Daniel Zakula, Maj. (FCPD); Jamal Matthews; James Snyder; Paul Stoddard; Gary Fuller
Subject: RE: DRC Review - West End Park Site Plan Site Plan Amendment for Washington Gas Regulator

Staff

Any area that the gas lines, meters, or control boxes could potentially be subject to damage from vehicles will need to have vehicle impact protection bollards installed per section 313 of the SFPC

Henry Lane, CFPS
Fire Marshal
City of Falls Church, Va
7032485058 (office)

From: Akida Rouzi <ARouzi@fallschurchva.gov>
Sent: Thursday, March 5, 2020 10:49 AM
To: Doug Fraser <DFraser@fallschurchva.gov>; Tara Puzin <tpuzin@fallschurchva.gov>; Zak Bradley <zbradley@fallschurchva.gov>; Ali Khavari <akhavari@fallschurchva.gov>; Andre Prince <aprince@fallschurchva.gov>; Katherine Reich <kreich@fallschurchva.gov>; Charles Prince <CPrince@fallschurchva.gov>; Lonni Marquetti <lmarquetti@fallschurchva.gov>; Kate Walker <kwalker@fallschurchva.gov>; Henry Lane <hlane@fallschurchva.gov>; Ross Stilling <rstilling@fairfaxwater.org>; Carly Aubrey <caubrey@fallschurchva.gov>; Jeffrey Sikes <jsikes@fallschurchva.gov>; Kerri Oddenino <koddenino@fallschurchva.gov>; John Boyle <JBoyle@fallschurchva.gov>; Daniel Zakula, Maj. (FCPD) <dzakula@fallschurchva.gov>; Jamal Matthews <jmatthews@fallschurchva.gov>; James Snyder <jsnyder@fallschurchva.gov>; Paul Stoddard <PStoddard@fallschurchva.gov>; Gary Fuller <gfuller@fallschurchva.gov>
Subject: DRC Review - West End Park Site Plan Site Plan Amendment for Washington Gas Regulator

DRC Staff,
The City is requiring Washington Gas to relocate their existing gas regulator station to the West End Park. Relocation will entail installation of required equipment (two above-grade boxes), underground line connections, and future access and maintenance of the gas regulator station and gas line by Washington Gas.

This work is being processed under a Major Site Plan Amendment application, and this is the 1st submission of site plan for City/DRC staff review. DRC transmittal form attached. Materials are also available electronically in the project folder: P:\DEVELOPMENT SERVICES_DEVELOPMENT_By_Address\West End Park\WEP Site Plan Amendment\Submissions\2020.03.02 - Submission 1

Hard copies of the site plan are limited, and will be distributed today to a select number of staff. If you do not receive one, and would like to review a hard copy, please let me know.

Staff comments are due by **March 18, 2020.** Please submit your comments to Gary Fuller.

Thanks,

Akida Rouzi
Principal Planner / Deputy Zoning Administrator
Community Planning and Economic Development Services
City of Falls Church

General: 703-248-5100
Direct: 703-248-5104

PLANNING DRC ROUTING TRANSMITTAL

Project Address:	Project Name:	Case Manager(s):
1040 W. Broad St	West End Wash. Gas Site Plan Amendment	gfuller@fallschurchva.gov

Application Type

☐Site Plan
☒Site Plan Amendment
☐Minor ☒Major [Submission 1]
☐Subdivision, Consolidation or Lot Line Adjustment
☐Preliminary Plat ☐Final Plat
☐Special Exception

☐Comprehensive Plan Amendment
☐Rezoning
☐Variance
☐Zoning Ordinance Text Amendment
☐2232 Review
☐Other_____

Munis # 2020-0069 **Routing Date: 3/5/2020**

Routing To:

☒Building Safety [Doug Fraser]
☒DPW: Transportation Engineering [Tara Puzin / Zak Bradley]
☒DPW: CIP Coordinator [Ali Khavari] Electronic
☒DPW: Stormwater Engineering [Andre Prince] Elec.
☒DPW: Urban Forestry [Kate Reich / Charles Prince]
☒DPW: Solid Waste Coordinator [Lonnie Marquetti] Elec.
☒Environmental Program Coordinator [Kate Walker] Elec.
☒Fire Marshal [Henry Lane] Elec.
☐Northern Virginia Regional Park Authority
☒Fairfax Water [Ross Stilling]
☒Principal Planner/WFC Project Manager [Carly Aubrey] Elec.
☒Principal Planner/Deputy Zoning Administrator [Akida] Elec.
☒Transportation Planning [Jeff Sikes / Kerri Oddenino]
☐Planner [Shaina Schaffer/ Jeff Hollern]
☐Planner [Cameron Gahres]
☐HARB & Historical Commission ☐Urban Design
☒Zoning Administrator [John Boyle]
☐Economic Development [Becky Witsman] Elec.
☒Police [Daniel Zakula] Elec.
☐Housing and Human Services (Nancy Vincent]
☒IT (Jamal Mathews] Elec.
☐Real-Estate Assessor [Ryan Davis] Elec.
☐City Manager's Office [Sandy]
☐City Attorney [Starling]
☒CPEDS Director [Jim Snyder] Elec.
☒Planning Director [Paul Stoddard] Elec.
☒Deputy Planning Director [Gary Fuller]
☐File Copy
☒Library Copy
☒Public Counter Copy

Special Comments from Case Manager:

The City is requiring Washington Gas to relocate their existing gas regulator station to the West End Park. Relocation will entail installation of required equipment (two above-grade boxes), underground line connections, and future access and maintenance of the gas regulator station and gas line by Washington Gas.

This work is being processed under a Major Site Plan Amendment application, and this is the 1st submission of site plan for City review. Materials are also available electronically in the project folder: P:\DEVELOPMENT SERVICES_DEVELOPMENT_By_Address\West End Park\WEP Site Plan Amendment\Submissions\2020.03.02 - Submission 1

Project Schedule:

Written Comments due to Case Manager: 3/18/2020

☐**DRC/Staff Meeting on:**

☐**DRC/Applicant Meeting on:**

☐**Planning Commission Meeting on:**

☐**Council Meeting on:** N/A

Reviewer Comments:

☒No comments
☐Word Copy of Comments have been emailed to Case Manager(s)

Signature: Ross Stilling Date: 3/23/20
Department/Division: FAIRFAX WATER

SYNOPSIS
MEETING OF THE CITY OF FALLS CHURCH PLANNING COMMISSION
300 Park Avenue
(Council Chambers)

1. Call to Order: The meeting was called to order at 7:36 PM.
2. Roll Call:

Present	Absent
Chair Rankin	
Mr. Krasner	
Mr. Wodiska	
Ms. Teates	
Mr. Puentes	
Mr. Stevens	
Ms. Weiss	

3. Adoption of Agenda and to allow for Remote Participation: *Mr. Krasner made the motion to allow for remote participation, Mr. Stevens seconded the motion.* Motion passed unanimously (7-0).

4. Mr. Stevens made the motion to allow for Remote Participation in the March 16th Planning Commission meeting by Commissioners Wodiska and Weiss: *I move that the Planning Commission approve electronic participation by Commissioner Weiss and Commissioner Wodiska in tonight's meeting for the following reasons pursuant to Planning Commission policy and participation in meetings through electronic means.* Mr. Puentes seconded the motion. Upon a roll call vote the motion passed (5-0).

Yes	No	Abstain
Chair Rankin		Mr. Wodiska
Mr. Krasner		Ms. Weiss
Mr. Stevens		
Mr. Puentes		
Ms. Teates		

5. Receipt of Petitions for Items ***not*** on the Agenda:
6. Speaker Series: None.

7. Action Items:

A. Washington Gas Easement – West End Park

- Mr. Stoddard presented the staff report.
- The Planning Commission had discussion about the developer taking on the costs related to the restoration, paths for maintenance trucks (a Planning Commissioner mentioned that the Park and Recreation Advisory Board had questions about this), and the site plan process that will soon follow.

Ms. Teates made the following modified motion:

WHEREAS, the City has requested that Washington Gas relocate a regulator station in order to allow for the future development of the property at the site of the existing George Mason High School and future West Falls Church Economic Development "Gateway" project; and

WHEREAS, the nearest City owned property that can accommodate this facility is the West End Park; and

~~*WHEREAS, Planning Commission finds that West End Park is the best available location for the relocated regulator station; and*~~

WHEREAS, the City's franchise agreement with Washington Gas allows for the location of gas distribution facilities in city rights-of-way and on other public property; and

WHEREAS, the Washington Gas requires an easement over the City's property at West End Park;

WHEREAS, the required easement over the City's property at West End Park is generally consistent with zoning and the Comprehensive Plan; and

WHEREAS, the Washington Gas future construction on a regulator station and gas lines at West End Park will require a site plan amendment to the current site plan to reflect the changes in landscaping and hardscape; and

NOW, THEREFORE, I MOVE THAT, the Planning Commission recommend to the City Council that an easement for a regulator station, as described in the draft resolution and shown on the attached plat, should be granted to Washington Gas, and the City Manager is authorized to execute the Deed of Easement subject to approval of that document by the City Attorney.

FURTHERMORE: The Planning Commission acknowledges at this time it is providing a recommendation to City Council on the requested easement only and that the Planning Commission is not recommending or approving any other activities on the park site nor the related site plan amendment for West

End Park, which is subject to city code site plan requirements, review, and final action.

And the expectation during site plan is that the developer will commit to the full restoration of the park with high quality materials.

Mr. Puentes seconded the motion. Upon a roll call vote the motion passed (7-0).

Yes	No
Chair Rankin	
Mr. Krasner	
Mr. Wodiska	
Ms. Teates	
Mr. Puentes	
Mr. Stevens	
Ms. Weiss	

B. Founders Row - Eastern Façade Community Art

- Mr. Stoddard presented the staff report.
- The referral process was discussed.
- There were questions about the artist selection process and the role that the Planning Commission will play in the process.

Mr. Puentes made the following motion:

Move to refer Site Plan Amendment Application for Founders Row Mural/Public Art to the Arts and Humanities Council of Falls Church for their review and recommendation.

Mr. Stevens seconded the motion. Upon a roll call vote the motion passed (7-0).

Yes	No
Chair Rankin	
Mr. Krasner	
Mr. Wodiska	
Ms. Teates	
Mr. Puentes	
Mr. Stevens	
Ms. Weiss	

C. March 2nd, 2020 Minutes

Mr. Stevens made a motion to adopt the March 2, 2020, minutes. Mr. Puentes seconded the motion. The motion passed unanimously (7-0).

8. Information Items:
   A. Planning Commissioners Reports
   B. Correspondence
   C. Directors Report

9. Work Session Items: NONE.

10. Adjournment: The meeting adjourned at 8:22 PM.

Community Planning and Economic Development Services

Building Safety, Planning and Zoning Divisions
300 Park Avenue, Suite 103E, Falls Church, VA 22046
Phone: 703-248-5080 (TTY 711) Fax: None
www.fallschurchva.gov permits@fallschurchva.gov

Planning Division Application Submissions During COVID-19 Closures

During the COVID-19 pandemic, the City will be closing to varying degrees. ***For the duration of this disruption, we are asking everyone to move to electronic submissions***. As the situation changes, we may not be able to answer the main phone number. We may not be open to public at all.

City Web Site – Planning Division Application Submission Portal

Planning Division Applications - Submissions and Instructions Web Page is:
Permitting During COVID-19 Closures

WIIL SOON CHANGE above link TO …Planning Division Applications During COVID-19 Closures ,not yet

Applications Accepted

Site Plans, Subdivisions (Plats), Special Exceptions (SE), Special Exception/Site Plans (SESP), Rezoning (Zoning Map Amendment), Comprehensive Plan Amendments or amendments to these. These are applications that by city code, require review and approval by the Planning Division, Planning Commission and in some cases the City Council.

For other construction plans and permit related submissions see Permitting Application instructions on elsewhere on this web page.

Communications

All contact is best done through the permits e-mail:
permits@fallschurchva.gov

This address is monitored from 8:00–5:00 Monday–Friday. We try to respond promptly to all questions. For urgent matters, you may call 703-248-5080. This phone will be answered from 9:00 – 12:00 and 2:00 – 4:00.

Submitting Applications

The best thing to do is submit your application via e-mail to permits@fallschurchva.gov

Submitting Plans

Plans should be submitted as PDFs, just as with applications. Smaller plans (up to about 24 Mb) may be e-mailed along with their applications. Larger plan files

will have to be submitted another way.
1. Place the file in a public folder on a file-sharing site such as Dropbox, Google Drive, OneDrive, etc. Send us a link to the file.
2. The City has a file-transfer service called Accellion. You can ask us to create a link where you can upload the file. We can then download it. This is a more complicated process for us, and will probably result in some delay.

Forms

Forms can be downloaded at:
http://www.fallschurchva.gov/form or most can be found listed below:

Web Site – General Information

The City Community Planning and Economic Development Services (CPEDS) and Building Safety, Planning and Zoning Divisions is located at:
http://www.fallschurchva.gov/231/Community-Planning-Economic-Development-
http://www.fallschurchva.gov/1846/Building-Safety-Division

The **Planning Division** general web page is located at:
http://www.fallschurchva.gov/404/Planning

Payments

We are accepting payments two ways:
1. Mail us a check. Use the address at the top of this sheet.
2. When we notify you the permit is ready, reply to the e-mail and provide a phone number. We will call you and process a credit-card payment over the phone. All card payments cost an extra 2.95%.

Picking Up Plans

For some projects, approved plans will exist only on paper. In these cases, make an appointment to come in and pick them up. On a pre-arranged and case-by-case basis, we may accept payment at the time of pickup.

Operating Status

The Development Services Counter is available by appointment only. Walk-in customers will not be accepted. To make an appointment, please e-mail or call us.
The main City web page will have the latest on the overall status of City operations. For status information specific to permitting, please check:
http://www.fallschurchva.gov/Building

Communications

All contact is best done through the permits e-mail:

permits@fallschurchva.gov

This address is monitored from 8:00–5:00 Monday–Friday.
We try to respond promptly to all questions. For urgent electronic submission issues or matters, you may call 703-248-5080. This phone will be answered from 9:00 – 12:00 and 2:00 – 4:00.

For application content, forms or other specific site plan, subdivision, special exception and other related procedural or technical questions, please call 571-422-2046, Planning Division, Deputy Director, Current Planning

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5080 (TTY 711).

Department of Public Works
PHONE: 703.248.5350
FAX: 703.248.5336
300 Park Avenue, Suite 103 East
Falls Church, VA 22046

DEPARTMENT OF PUBLIC WORKS (DPW)
BOND PACKAGE CHECKLIST

The documents below are required for bonding purposes and will be incorporated into the final review process. When Applicant is ready to submit the entire Bond Package, ***contact DPW to schedule an appointment*** *with DPW staff. All documents and payments shall be submitted at one time.*

NAME OF PROJECT: _____
ADDRESS OF PROPERTY TO BE BONDED: _____
RPC #: _____

Applicant:
Company Name: _____
Contact Person: _____
Address: _____
Phone Number: (_____) _____ FAX Number: (_____) _____
E-mail address: _____

Contractor Performing Bond-Related Work:
Company Name: _____
Contact Person: _____
Phone Number: (_____) _____ E-mail: _____

The contractor must be available to meet the City staff* ***on-site* *for all required inspections.*

REQUIRED BONDING DOCUMENTS

CERTIFICATE OF INSURANCE ❑ COI Accepted

- ❑ **Lists "City of Falls Church"** as Certificate holder
- ❑ **Public Liability Insurance** *($1,000,000)*
- ❑ **Property Damage Insurance** *($100,000 per accident; $500,000 total)*

PUBLIC IMPROVEMENT BOND Amt: $ _____

- ❑ **Estimate of Cost for Public Improvements** *(Approved by City Engineer)*
- ❑ **Bond Agreement** *"Standard Agreement for Installation of Improvements"*

EROSION AND SEDIMENT CONTROL BOND Amt: $ _____

- ❑ **Erosion and Sediment Control Cost Estimate** *(Approved by City Engineer)*
- ❑ **E&SC Cash Bond Agreement**

BMP AGREEMENT *(Requirement dependent on site)* ❑ BMP Accepted

- ❑ **Receipt of recordation in Arlington County** ❑ No BMP Requirement

EXISTING TREE BOND Amt: $ _____

- ❑ **Cost Estimate** *(Approved by City Arborist)*
- ❑ **Bond Agreement** ❑ **ET Bond Not Required**

NEW LANDSCAPE BOND Amt: $ _____

- ❑ **Cost Estimate** *(Approved by City Arborist)*
- ❑ **Bond Agreement**

TYPES OF BOND INSTRUMENTS: *(Check as applicable; all may not apply)*

❑ SURETY BONDS — Total Surety: $ _____

- ❑ **Public Improvement** Amount: $ _____
- ❑ **Existing Tree** (less $2000 Cash bond) Amount: $_____
- ❑ **New Landscape** (less $2000 Cash bond) Amount: $_____

❑ CASH BONDS — Total Cash: $ _____

- ❑ **Public Improvement** Amount: $ _____
- ❑ **Erosion & Sediment Control** Amount: $ _____

  *Note: E&S Bond **must** be Cash Bond per City Code*
- ❑ **Existing Tree - Initial $2000** Amount: $ 2000.00
- ❑ **Existing Tree - Remainder** Amount: $ _____
- ❑ **New Landscape Bond - Initial $2000** Amount: $ 2000.00
- ❑ **New Landscape Bond - Remainder** Amount: $_____

❑ IRREVOCABLE LETTER OF CREDIT — Total ILOC: $ _____

- ❑ **Public Improvement Bond** Amount: $ _____
- ❑ **Existing Tree** (less $2000 Cash bond) Amount: $_____
- ❑ **New Landscape** (less $2000 Cash bond) Amount: $_____

❑ THREE PARTY ESCROW — Total 3 Party: $ _____

- ❑ Pre-approved by City
- ❑ **Three Party Agreement**

  Financial Institution & Account Number: _____

*Please make checks payable to the **City of Falls Church**.*
Each CASH BOND must be paid with a separate check.

Applicant's Signature: _____ Date: _____

BOND PACKAGE ACCEPTED BY: _____ Date: _____
Director, Department of Public Works

FOR FUTURE BOND RELEASE:

Written request by Developer for release of bonds must be submitted after applicable work and inspections are completed

NOTE: *Current bonding practices have been established by the Codes and Ordinances listed below.*
City Charter Sec 7-01, Chapter 14: Sec. 14-95, Sec14-97. Chapter 15: Sec. 15-36, Chapter 36: Sec.36-39, Sec.36-41, Sec. 36-44, Sec. 36-45. City Charter Section 20.04. Chapter 44, Art II- Division 5. Chapter 48: Sec.48-1143, Sec.48-1145, Sec.48-1146, Sec.48-1148.

Additional Bonding requirements may apply dependent upon the specific project. These may include As-Built Bonds, Right of Way Bonds, etc. Demolition Bond Refunds are processed through the CPEDS Permits Counter

OFFICE USE ONLY

PRIMARY MUNIS # _____ **TOTAL CASH BONDS PROCESSED*:** $ _____

Initials

- ❑ RECEIPTS PRINTED (PERMITS COUNTER) _____
- ❑ COMM. DEV. BOND FILE SET UP (DPW) _____
- ❑ COPY OF CHECKLIST TO APPLICANT (DPW) _____
- ❑ NOTES ENTERED IN MUNIS (DPW) _____

Department of Public Works
Phone: 703.248.5350
FAX: 703.248.5336
300 Park Avenue, Suite 103 East
Falls Church, VA 22046

DEPARTMENT OF PUBLIC WORKS
BOND & LEGAL AGREEMENT REQUIREMENTS FOR COMMERCIAL DEVELOPMENT PROJECTS

All bonds and legal agreements must be executed and on file with the City prior to the release of the project site plan and applicable permits.

The City of Falls Church Department of Public Works (DPW) requires the specific aspects of a development project to be guaranteed through various bond instruments. For each category of improvement to be bonded there are two key components:

1. The Bond Value: Determined through a robust developer-led cost estimate; and,
2. The Financial Instrument (Bond Instrument): Sometimes described as posting the bond either in cash or a "cash equivalent." Includes execution of the appropriate Bond Agreement.

While this process can seem cumbersome, the information below, along with the **DPW Bond Package Checklist** provides guidance to assist the Developer in successfully fulfilling this obligation. Careful coordination between the Developer (owner of the property) and DPW will facilitate release of permits at the beginning of the project and release of bonds at the end of the project in a timely manner.

DPW DEVELOPMENT BOND PROCESS

❑ BEGIN COST ESTIMATES

1. Developer initiates contact with Department of Public Works (DPW) to receive instructions in order to properly bond the project.
2. The Developer's **project engineer** prepares appropriate cost estimates for Public Improvements ("PI") and the Erosion & Sediment Control ("E&SC") Bonds. It is the responsibility of the Developer to ensure that the project engineer understands the expectations of the City for the project. *The City requires **2-4 weeks** unless otherwise stated, to review cost estimate submission.*
3. At the same time as above, the Developer's **project arborist** prepares appropriate cost estimates for New Landscaping ("NL") and Existing Tree ("ET") Bonds. It is the responsibility of the Developer to ensure that the project arborist understands the expectations of the City for the project. *The City requires **2-4 weeks** to review these cost estimate submission.*
4. Developer submits PI, E&SC, ET and NL Bond Estimates to DPW Engineer and Arborist.
5. DPW Engineer and Arborist review bond estimates and sign/stamp "Approved."
6. Developer considers which type of Bond instruments to utilize.

❑ COMPILE DEVELOPMENT BOND PACKAGE

1. **<u>CERTIFICATE OF INSURANCE</u>** *(City of Falls Church named as Certificate Holder)* While this is technically not a bond, the City maintains the COI with the bond package for the project.

   - Public Liability Insurance: minimum of $1,000,000 coverage
   - Property Damage Insurance: minimum of $100,000 coverage per incident ($500,000 total)

2. **PUBLIC IMPROVEMENT BOND**

- **Estimate of Cost for Public Improvements**: This worksheet provides an itemized tally of quantities and costs for street improvements, sanitary sewer, and storm sewer improvements. While this worksheet aims to guide the estimator with suggested items, additional items will be added because each project is unique. Consequently, the project engineer who seals the estimate must attest to the completeness of his/ her estimate. *See Fairfax County Comprehensive Unit Price Schedule to determine typical unit pricing.*
- "**Standard Agreement for Installation of Public Improvement"**
  This document details the terms of development and how the bonds will be used to complete the project if the developer fails to complete the project.
- Public Improvement Bonds may be posted in cash, surety, or by irrevocable letter of credit.
- The Cost Estimate must be approved, signed & stamped by City Engineer prior to Bond Package submittal.

3. **EROSION AND SEDIMENT CONTROL BOND**

- **Estimate of Cost for Erosion and Sediment Control:** The applicant utilizes this worksheet in order to detail the erosion and sediment control costs associated with the project. *See Fairfax County Comprehensive Unit Price Schedule to determine estimate.*
- All erosion and sediment control bonds must be posted entirely in **CASH, per City Code**.
- The City's Multiple Use Bond Agreement form is utilized.
- The Cost Estimate must be approved, signed & stamped by City Engineer prior to Bond Package submittal.

4. **STORM WATER DETENTION & BMP AGREEMENT**

- The requirement of a BMP Agreement is dependent on the project site: Developer will be aware if needed. This document must be agreed upon by the City Engineer. The BMP must be filed with and recorded by the Land Records Division of the Arlington County Circuit Court.
- Receipt of filing with Arlington County is typically submitted to DPW with the bond package; in some cases a later submission is acceptable.

5. **EXISTING TREE BOND**

- The first $2000 must be a CASH bond per City Code. (Separate Check)
- The City's Multiple Use Bond Agreement form is utilized.
- ET Bonds span a period of two years. The Developer is responsible for the renewal of surety bond or letter of Credit if not posted entirely in cash.

  See City of Falls Church Urban Forestry Unit Price Schedule to determine estimate.

6. **NEW LANDSCAPE BOND**

- The first $2000 must be a CASH bond per City Code. (Separate Check)
- The City's Multiple Use Bond Agreement form is utilized.

  See City of Falls Church Urban Forestry Unit Price Schedule to determine estimate.

❑ FINAL BOND PACKAGE SUBMISSION

- Developer contacts DPW (703) 248-5181 to request a Bond Package Submittal meeting.
- As soon as ALL required information, documents and payments are provided, the Bond Package will be logged in for final processing. The DPW Director will review and sign the bond package and signs final documents as required.
- Bond packages will not be considered final until all required documents have been submitted. DPW will not waive the submission of any of the required information.

TYPES OF BONDING INSTRUMENTS:

The City of Falls Church accepts four (4) types of bonding instruments (*See Table 1)*:

1. **Cash Bonds**
   A check or cash is considered a cash bond. Cash may be used to post all types of bonds. Separate checks are required for each one.

2. **Surety**

   A surety bond is a three-party agreement that legally bind together a principal who needs to post the bond, an obligee who requires the bond and a surety company that sells the bond. The bond guarantees that the principal will act in accordance with the bond agreement. Note, if the bond period of one year is about to expire, it is the developer's responsibility to acquire the bond continuation and submit documentation thereof to the City.

3. **Irrevocable Letter of Credit**

   If this type of bonding instrument is used, the financial institution issuing the Letter of Credit must use a City of Falls Church form approved by the City Attorney. An officer that is duly authorized to do business in VA must sign the letter of Credit. The date on the Letter of Credit must be a date after that on which the Standard Agreement is signed by the Director of DPW.

4. **Three -Party Escrow**

   *(NOTE: this type of bonding instrument requires **prior** approval of the DPW Director, City Attorney, & Finance)* Funds covering the amount of the Three-Party Escrow Agreement must be in the form of a passbook savings account, from a bank authorized to do business in the state of VA, with the passbook issued in the name of City of Falls Church, Department of Public Works.

TABLE 1

FORM OF BOND INSTRUMENT ➔	Cash	Surety	Irrevocable Letter of Credit	Three Party Escrow
Public Improvement Bond	**YES**	**YES**	**YES**	*See Note 2*
Erosion & Sediment Control Bond	**YES**	NOT ACCEPTED	NOT ACCEPTED	NOT ACCEPTED
Existing Tree Bond	**YES**	**YES**, after initial **$2000 cash**	NOT ACCEPTED	*See Notes 1 & 2*
New Landscape Elements Bond	**YES**	**YES**, after initial **$2000 cash**	NOT ACCEPTED	*See Notes 1 & 2*

Note 1: The first $2,000 of both Existing Tree Bonds and New Landscape Bonds must be posted in cash, per City Code.

Note 2: Accepted only with special permission by Directors of Public Works and Finance and detailed review by the City Attorney: requires additional processing time.

RELEASE OF DEVELOPMENT BONDS

At the appropriate time(s), Developer (or entity posting the bond) must initiate the bond release process through DPW via a written request. Please obtain a "Bond Refund Request Form" on the City's website www.fallschurchva.gov: see the listing for Licenses, Applications, and Forms.