

Loudoun County School Board  
LCPS Catoctin Elementary School Expansion  
TLSE 2019-0009  
Response to Referral Comments, dated December 27, 2019  
March 25, 2020

---

**TOWN PLAN COMPLIANCE**

**Comment 1: Planning Area:** The Subject Property (Property) is located in the Leesburg Town Plan’s Central Planning Policy Area, and the Planned Land Use Policy Map further designates the subject property for “Major Institutional” uses. There are no specific area objective policies for the Property. Major Institutional policies are discussed beginning on Page 6-32 of the *Town Plan*. The primary intent of the Major Institutional is to provide a variety of public-based community services on properties measuring at least 10 acres. *(Project Manager Comment)*

**Response:** Acknowledged. The subject site is 17.53 acres in size and has been utilized for educational purposes since 1966. Schools are an integral component to the provision of community services.

**Comment 2: Land Use, General Objectives:** On page 6-5 of the *Town Plan*, reference is made to general objectives, in pertinent part, to protect residential areas, preserve and expand town character, and accommodate growth. Specific comments relating to these stated objectives are provided in the following:

- a. **Land Use, General Objective 2:** *Provide institutional uses, such as schools... throughout Town*” *(Project Manager Comment)*
  - i. The planned expansion is intended to accommodate realized and planned growth in student population, thus maintaining the longevity of this institutional use in support of the community.
  - ii. The expansion is limited to the south side (rear) of the building and away from any existing residential uses adjacent to the Property.

**Response:** Acknowledged. The increase in seats is 46. The proposed addition is no closer to existing residents than the current building (160 feet from the western property boundary, and approximately 220 feet from the eastern property boundary. The proposed addition is approximately 400 feet from the community on Rosestone Court and 355 feet from the planned White Oak development).

**Comment 3: Central Planning Area Objectives:** Objective 1.b. *“Integrate compatible land uses that strengthen the existing suburban residential character of other Central Planning Area areas outside of the Downtown area”*. Maintaining the existing school for its long-term service to the community is consistent with the objectives of the Central Planning Area to strengthen the character of residential areas outside of the Downtown. *(Project Manager Comment)*

**Response:** Acknowledged.

**Comment 4: Community Design:** The planned expansion will maintain the existing architectural style, materials and colors. This will not have any adverse effect on the neighborhood. (*Project Manager Comment*)

**Response:** Acknowledged.

## **STATEMENT OF COMPLIANCE**

**Comment 5: Special Exception Uses:** The Statement of Compliance/Justification/Written Statement (the Statement) describes the proposed expansion of the existing school use to include up to 6,000 square feet at the rear of the building (south side) to accommodate three new classrooms, a resource room, office space and storage space. Upgrades to the existing grasscrete fire lane and safety and security features at the front entrance are also included.

**Response:** Acknowledged.

**Comment 6: Special Exception Approval Criteria:** TLZO Sec 3.4.12 provides the following criteria to aid the Planning Commission and Town Council in making decisions on the appropriateness of special exception applications. (*Project Manager Comments*) These criteria include the following:

- a. **The proposed use will not adversely affect the use of neighboring properties:**

Staff concurs with the Applicant's response provided in the Statement and finds the proposed expansion will not adversely affect the use of neighboring properties.

- b. **The use shall comply with applicable zoning district regulations and applicable provisions of the adopted Town Plan, including but not limited to the Plan's Land Use Compatibility policies.**

The Applicant's response provided in the Statement is very thorough and explains clearly how the proposed expansion complies with all applicable provisions of the Town Plan as well as, the R-4 District regulations in the Zoning Ordinance. Staff concurs with the Applicant's response and finds the use to be consistent with all applicable development regulations.

- c. **The location, size and height of buildings structures, walls and fences, and the nature and extent of screening, buffering and landscaping shall be such that**

**the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings.**

Staff concurs with the Applicant's response that the size, height and location of the proposed addition will not hinder the use or appropriate development of neighboring properties.

- d. The proposed use will be such that pedestrian and vehicular traffic generated will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood and on the streets serving the site.**

The Transportation Engineer has not expressed any concern with the potential for any adverse impact on vehicle and/or pedestrian traffic.

**Response:** Acknowledged.

## **MODIFICATIONS AND WAIVERS**

### **Comment 7: None Requested**

**Response:** A modification is requested for the existing 4 foot in width sidewalk for a portion (235 feet in length) along Catoctin Circle (See Sheet 1 of Special Exception Plan and the separate Letter for a Modification Request).

## **SPECIAL EXCEPTION PLAT (PLAT)**

### **General**

**Comment 8: Address the following minor comments on the proposed application (*DPR Comment #1*):**

**Comment: a. Update the special exception application number to read TLSE-2019-0009 in the title block of all plan sheets. (All Sheets) per TLZO Sec. 3.4.6.E.23.**

**Response:** The special exception application number TLSE-2019-0009 has been added to the title block of all plan sheets of the Special Exception Plan.

**Comment: b. Depict and label the Town's corporate limit line on the Vicinity Map (Sht.1) TLZO Sec. 3.4.6.E.1**

**Response:** The Town's corporate limit line has been added to the Vicinity Map.

**Comment: c. Note the type and date of any revisions in the revision blocks of the applicable plan sheets with the next submission. (Sht 1-10) TLZO 3.4.6.E.23**

**Response:** The type and date of revisions have been updated in the revisions blocks of the applicable plan sheets.

**Comment 9: Verify that the proposed improvements to the front of the school (765 sf. building addition and fire lane alteration) that were previously depicted on the sketch provided at the pre-application meeting are no longer a part of this application. If applicable, revise the plat to add these items, or provide further explanation as to how these items are accommodated. (Sht. 2-10) TLZO 3.4.6.E.3. (DPR Comment #2)**

**Response:** Subsequent to the pre-application meeting, the design was further developed and the previously proposed addition at the front of the school could be accommodated within the existing footprint. Thus, the front of the building will not be expanded. There will be interior renovations. The fire lane will be upgraded as depicted on the Special Exception Plan. (Reference Sheets 4 and 6 of the Special Exception Plan)

**Comment 10: Add the square footage of each building addition on the plan view (Sht 6) TLZO 3.4.6.E.23 (DPR Comment #3)**

**Response:** The square footage for the rear addition has been added to the plans. Estimate square footage of addition is approximately 5,360 SF. With this application, we are seeking up to a maximum of 6,000 SF to allow for final design adjustments.

**Comment 11: Include all proposed elements within a construction limit and label on the grading plan. IE: BMP unit, front addition, etc. (Sht. 6 and 8) TLZO 3.4.6.E.23. (DPR Comment #4)**

**Response:** All site improvements have been incorporated into the construction limit line. The front addition is no longer proposed. (See Sheets 5 and 6 of the Special Exception Plan)

**Comment 12: Show the approved White Oak development layout adjacent to the site. (Sht 2-10) TLZO 3.4.6.E.4 (Attachment 1) (DPR Comment #5)**

**Response:** The White Oak development layout has been depicted on the Special Exception Sheets 4, 5 and 6.

### **Parking, Loading and Pedestrian Access**

**Comment 13: Parking Spaces Provided. No new parking is required to be provided as part of the present application. The Property currently has a total of 101 spaces in its parking lots. Pursuant to TLZO Sec. 11.3 Number of Parking Spaces Required, a**

**minimum total of 40 parking spaces are required to serve the school. From information provided by the Applicant, current staff levels equal 89. The planned addition will add two more staff raising full staff levels to 91 employees. Thus, in those instances when 100% of school staff are at the school, and 100% have driven in single-occupancy vehicles, there will be a surplus of 10 spaces on site. (Project Manager Comment)**

**Response:** Acknowledged. Note: Two spaces have been removed from existing Parking Lot A to provide the requested fire truck turnaround. (Reference Sheets 4, 5, and of the Special Exception Plan)

**Comment 14: Parking Tabulations. Revise the parking tabulations on the cover sheet by adding the following underlined tabulation information: (Zoning Comment #3)**

**Off Street Parking:  
1 space per 25 classroom seats plus 10 visitors  
based upon a capacity of 743 students**

**Response:** The recommended notation has been added to the Plan. Reference Sheet 1 of the Special Exception Plan.

**Comment 15: Catoctin Circle Sidewalk. Provide the minimum 5 feet wide sidewalk along the bus loop frontage of Catoctin Circle. See Attachment 3 for details. TLZO 11.6.1.F. (DPR Comment #6)**

**Response:** The applicant has requested a modification of Zoning Ordinance Section 11.6.1.F to allow the portion of the existing 4-foot wide sidewalk to remain between the two existing entrances of the bus loop. The modification is noted on Sheets 1 and 4 of the Special Exception Plan and included in a separate Letter for Modification Request.

**Comment 16: Internal Pedestrian Circulation System Materials. The internal pedestrian circulation system must be hard surfaced and shall have an unobstructed minimum width of four (4) feet. TLZO 11.2.3.A Materials**

**Stonedust does not qualify as a hard surface per the DCSM and/or Zoning Ordinance. Please revise providing a qualifying hard surface material, e.g., asphalt, etc.**

**The “proposed 5’ “stonedust trail” leading from the adjacent White Oak property is shown as being constructed “by others”. Please explain the arrangement between the Applicant and the adjacent property owner describing how this trail will be constructed by White Oak’s owners and when it will be open and ready for use. This trail must also be a hard-surfaced trail. (Zoning Comment #4)**

**Response:** The Special Exception Plan has been revised to provide a 5-foot asphalt trail. LCPS staff has discussed the proposed trail connection between the property and the future White Oak development with the White Oak owner. The owner has offered to construct the trail connection at such time as the adjacent White Oak units to the south are constructed. This will allow for efficient construction when the detailed engineering is available and provide a continuous trail connection. A letter acknowledging this agreement has been provided with this submission.

### **Landscaping and Buffering**

**Comment 17: Landscaping.** “Existing and proposed landscaping, screening and buffering” is required pursuant to TLZO Sec. 3.4.6.E.15 Submittal Requirements.

- TLZO Sec. 12.4. Street Trees. One (1) medium or large canopy tree is required for every forty (40) feet of street frontage.

**In order to better analyze whether or not the property complies with TLZO Sec. 12.4, staff recommends that you show the numbers of existing trees along the Catoctin Circle frontage within 15-25 feet of the ROW.**

**The Applicant will note that the street tree requirement can be modified or waived by the Land Development Official (LDO) pursuant to TLZO Sec. 3.4.7 Waivers/Modifications of Submittal Requirements.**

**If it is the intent to pursue a waiver and/or modification of the street tree requirement cited above, please provide a letter to the LDO (i.e., Director, P&Z) requesting the waiver and including justification for why the waiver is warranted as described in TLZO Sec. 3.4.7. (*Zoning Comment #1*)**

**Response:** The applicant has added the approximate location of existing trees along Catoctin Circle as requested. There are 15 existing trees located within 25 feet of the ROW. The applicant has proposed 5 more street trees to meet the requirements of ZO Sec. 12.4 as shown on the Landscape Plan. More specifically, there is 913 feet of frontage, less 148 feet for entrances, leaving 765 feet of frontage for Street Trees. This results in a requirement of 20 total street trees at one tree per 40 linear feet.

**Comment 18: Buffering:** TLZO Sec. 12.8. Buffers and Screening requires a 25 foot buffer yard with S2 screen between the proposed school addition (Ia) and the existing adjoining single family detached residential uses (Ra) along the western, southern and eastern boundaries of the Property. Pursuant to TLZO Sec. 12.8.2 Buffer-Yards, depending on the

**existing conditions of these buffer yards the Applicant will be required to provide all, one-half, or no more of the required buffer-yard screen. The Landscape Plan provided on Sheet 5 only depicts the outlines of treed areas, but does not provide any more information relative to the contents of landscaping in these areas for staff to analyze for compliance with Sec. 12.8.2.**

**TLZO Section 12.8.5.F Special Exceptions provides Town Council with authority to modify any buffer yard when part of a special exception.**

**Should a buffer yard modification be sought after, TLZO Sec. 3.4.6.H. Zoning Modifications/Waiver Analysis requires any such request shall be accompanied by information relating to the following:**

- (1) How is the requested modification and/or waiver intended to achieve a more reasonable use of the subject property;**
- (2) How does it achieve an innovative design;**
- (3) How does it improve upon existing regulations or otherwise exceed the public purpose of the existing regulations; and**
- (4) Demonstrate that it is not requested for the primary purpose of achieving maximum density on the subject property**

**If the requested modification involves buffer-yards, the following information/materials shall also be provided with the request:**

- a. An exhibit illustrating the extent and location of the required buffer yards overlaid on the proposed plan.**
- b. A calculation of the square footage reduction in the required buffer yard; and**
- c. A calculation of the difference in number and type of plant materials required and proposed.**

**If a modification of buffer yard requirements is pursued, please also provide a reference to the modification request on the Cover Sheet and on the Landscape Plan (Sheet 5), and provide a reference to the modification request in the Statement of Justification. (*Zoning Comment #2*)**

**Response:**

Section 12.8.1 of the Zoning Ordinance exempts projects with less than a 50% enlargement of the existing building. Catoctin Elementary School is 76,802 SF; the proposed addition is 6,000+/-SF representing a 7.5% enlargement.

Although exempt, a tree inventory has been prepared for the eastern and southern boundaries of the school site. There is an existing tree line along the eastern property boundary adjacent to the community of Crestwood Hamlet. To the south of the school site, the planned White Oak

community will provide a 25 foot in width, Type II Buffer. In consultation with Town Staff, landscaping for the school site is proposed to “fill in the gaps” along the eastern and southern property boundaries. More specifically, it is proposed to provide additional plantings in the open areas along the eastern property boundary and to provide plantings along the southern common boundary with the Rosestone Court (See Sheets 5 and 5A of the Special Exception Plan).

LCPS Staff will post the proposed landscaping plan on the LCPS web site and alert adjacent residents in Crestwood Hamlet and Rosemont Court that it is available for review. LCPS will extend an offer to review the plan with residents to address any questions they may have.

**Comment 19: Evergreen Trees.** Evergreens trees are proposed to be planted in the southeast corner of the property adjacent to existing residential subdivisions (Crestwood Hamlet and Rosestone Court Subdivision) with the stated intent of filling in gaps in the landscape screening between the uses.

**As no detailed information has been provided on the Landscape Plan showing the existing materials in these buffer yard areas, staff cannot determine whether these trees will exceed the minimum required buffer or bring it up to minimum standards. Please provide information on the Landscape Plan detailing the existing materials in these treed areas so an assessment can be made on whether or not this buffer-yard screen is compliant with minimum standards, i.e. number of canopy, understory and shrubs: Do the buffers provide the intended opacity of the S2 screen? Please refer to TLZO Sec. 12.8.2. D, E and F to determine how much, if any of the required S2 buffer yard will be required. (*Zoning Comment #2, Project Manager Comment*)**

**Response:** See response to Comment 18 above.

**Comment 20: Gap in Landscape Buffer.** The Landscape Plan sheet shows a large gap along the southern boundary where there is no existing landscape screen established. This area is intended to be developed for single-family detached dwellings (White Oak, see Attachment 1). Because the adjacent property is currently still vacant, TLZO Sec. 12.8.2.E Buffer Yards Adjacent to a Vacant Parcel stipulates that in such instances one-half of the required buffer will be required on the Subject Property. Please correct Sheet 5 to reflect one-half of the 25’ buffer, along with landscape materials, will be planted on the Property. (*Project Manager Comment*)

**Response:** See response to Comment 18 above.

**Comment 21: Perimeter Parking Lot Landscaping.** Provide the required parking lot screens (shrubs) as depicted on the attached “Landscape Screen Exhibit”. (Sht. 5) TLZO 12.5.3.C. (Attachment 2) (*DPR Comment #10*)



**Response:** Perimeter Parking Lot Landscaping has been provided as requested and noted on Sheet 5 of the Special Exception Plan.

### **Stormwater Management**

**Comment 22: Final SWM Design Note.** Add the following note to the Special Exception: “Preliminary stormwater management calculations shown are adequate for the purposes of this Special Exception application only. The final stormwater management design shall comply with all Federal, State and Local requirements including, but not limited to, all Zoning Ordinance, DCSM, SLDR, VDOT, VSMP regulations, etc. in place at the time of Final Site Plan.” Please be advised that adding this note does not mean that the calculations shown are adequate for site plan approval. (Sht. 7-8) TLZO 3.4.6.E.23. (DPR Comment #7)

**Response:** The requested note has been added to Sheets 7 and 8 of the Special Exception Plan.

**Comment 23: Label SWM/BMP Easement.** Provide a “SWM/BMP Easement – Privately Owned and Maintained” label around all proposed SWM facilities (BMP filter unit). (Sht. 7) DCSM 5-701.7 and TLZO 3.4.6.E.23. (DPR Comment #8)

**Response:** A public drainage easement has been added to the plans as requested along with a note referencing private maintenance of the BMP storm structure within the existing parking lot on Sheet 7 of the Special Exception Plan.

**Comment 24: VSMA Compliance.** Provide additional information and calculations to verify that the Virginia Stormwater Management Act for this site can be met. For example, the proposed layout and treatment methods as currently shown cannot be completely ascertained with this submission, as some proposed elements are missing from the application. If the applicant plans to utilize treatment currently shown on this application the following items, at a minimum, must be addressed with the next submission:

- a. Address the following items concerning Stormwater Quality Conceptual Design:
  - i. Revise the LOD shown on Sheet 6 to be a dark line type. The area within the LOD must contain all of the proposed construction. The area of the construction limits is the site area that is to be entered into the VRRM spreadsheet.
  - ii. Add the construction limits for the proposed BMP installation and if applicable, the missing 765 addition on the front of school. Also, if there increased impervious areas for fire lane upgrades in front of the school, those will need to be shown and included as well.

- iii. Verify the 0.18 ac of proposed impervious area as staff only calculates 0.14 ac as currently shown on the plat.
  - iv. Staff cannot correlate the 1.27 ac site area included in the VRRM spreadsheet. Identify this area in the plan set.
- b. Address the following items concerning Stormwater Quantity Conceptual Design:
- i. Update the application to show locations of all proposed downspouts and splash blocks. The proposed slope of 3:1 around the classroom addition is a concern for concentrated runoff from the downspouts without a level spreader type design, or providing pop up emitter type drains at the bottom of the slope. (Sht. 7) 9VAC25-870-65
  - ii. As this site is located within the Upper Tuscarora Creek Watershed provide justification and/or computations to satisfy the following criteria. At a minimum, note that the Town's Stormwater Management Masterplan – Upper Tuscarora Watershed criteria will be met at the time of final site plan.: DCSM 5-321.1
    - 1. Explain and/or show that the 2-year post developed peak discharge is less than the 2-year predevelopment peak discharge, OR provide the 1-year Energy Balance Equation computations.
    - 2. Explain and/or show that the 10-year post developed peak discharge is less than the 10-year predevelopment peak discharge.
    - 3. Explain and/or show that the 25-year post developed peak discharge is less than the 25-year predevelopment peak discharge.

(Sht. 7-8) TLZO 3.4.6.E.23. (DPR Comment #9)

**Response:** The LOC line color been revised as requested. The SWM/BMP Narrative on Sheet 7 of the Special Exception Plan has been revised to expand on how the site will comply with storm quantity off-site within the future White Oaks Subdivision pond, and on-site for quality. The front addition is no longer proposed. The 0.18 acre impervious area and the 1.27 acre site area has been verified and labeled on the Sheet 6. Proposed downspouts with splash blocks have been added as requested.

## **TRANSPORTATION**

**Comment 25: Catoctin Circle Vehicle Queueing.** During the pre-application meeting, the Applicant was advised that the Town has previously received numerous complaints about traffic from the school queueing out onto Catoctin Circle during drop-off and pick-up times.

**Leesburg Police Department reports that although complaints about traffic on Catoctin Circle at the school are down, vehicles are still approaching the school from the east causing back-ups while waiting for a break in east-bound traffic to turn into the school. Officers report that crossing guards and other school employees have been viewed waiving cars turning left into the school.**

**What measures have been put into place, or are planned, to mitigate this issue? (*Project Manager Comment*)**

**Response:** In coordination with the Town regarding traffic observations at Catoctin Elementary School, LCPS engaged Gorove/Slade Associates to conduct a Left Turn Assessment for the site entrance (May 31, 2019). The Assessment recommended that the left turn into the site be restricted during peak school arrival (7:20-8:00 a.m.) and dismissal (2:30-3:00 p.m.) periods. In October of 2019, no-left turn signage was installed, and notice of this change distributed to the school community. LCPS notified the school community (twice) through the LCPS Connect Ed program and provided a recommended traffic route. In addition, the PTA included the “no left turn” announcement in their weekly newsletter for six weeks, beginning October 6, 2019.

LCPS staff has monitored this traffic pattern change and found that the traffic flow has improved. The most recent site visits found that four left turns were made during the a.m. period (12/9/19) and only two left turns were made during the p.m. dismissal (12/12/19). LCPS staff has heard from Loudoun County High School staff that travel Catoctin Circle from the east to Loudoun County High School that the change has greatly improved the situation. While there remain a few motorists that continue to make a left turn during peak hours, LCPS staff will continue to discourage this movement and to seek the cooperation of motorists coming to the school. Should left turns into the school increase, LCPS will send additional notices to the school community regarding “No Left Turn” restriction. Note: Recognizing the current school closure, LCPS will monitor this situation in the 2020-2021 academic year.

## **UTILITIES**

**Comment 26: Firehose Coverage. Provide fire coverage for all exterior facades using no more than 300 feet of hose. The hose reach distance is measured “as the hose lies” between and around obstructions. The fire hydrants depicted on the plans do not meet this requirement. TLZO Sec 3.4.4.C (*Utilities Dept. #1*)**

**Response:** The proposed waterline has been revised to provide a 6 inch waterline loop around the back of the building and an additional hydrant to the west (Existing Parking Lot A) for fire coverage needs. Reference Sheet 6 of the Special Exception Plan.

**Comment 27: Avoid Dead-End Waterlines. Due to water quality concerns and regulations mandated by Commonwealth of Virginia, Virginia Department of Health, avoid long dead end water lines when there is little possibility of any usage and water turnover. All attempts shall be made to either loop dead end waterlines or eliminate them. TLZO Sec 3.4.4.C (Utilities Dept. #2)**

**Response:** See response to comment 26 above.

**Comment 28: Limitations on Fire Hydrants on Single Line. The proposed waterline ties into the existing 6" waterline that supplies an existing fire hydrant. The proposed waterline extension from the existing line proposes an additional fire hydrant. No more than one fire hydrant can be located on any six-inch dead end main. To avoid a dead end, the proposed waterline can be extended around the building and tie into where the westernmost hydrant is located on the subject property. An additional hydrant can be extended from this looped line to meet hydrant coverage if needed. A water model analysis will be required at final design to verify that adequate line sizing will be met under all conditions of flow. TLZO Sec 3.4.4.C (Utilities Dept. #3)**

**Response:** The proposed waterline has been revised to provide a 6 inch waterline loop from the existing 6" line connecting to the watermain in Catocin Circle, around the back of the building and reconnecting to the westernmost hydrant also located adjacent to Catocin Circle right of way. Additional hydrants have been added to the west (Existing Parking Lot A), and at the fire access road turnaround to meet fire coverage regulations. A water model analysis will be coordinated with the Town of Leesburg Utilities Department to verify adequate line sizing at final design.

**Comment 29: Emergency Access and Fire Hydrant Conflict. The proposed emergency access conflicts with the existing fire hydrant. If the existing fire hydrant is relocated, depict the FDC location (assuming there is one) and ensure the maximum distance between the new fire hydrant location and school building is 100 feet, but no less than 50 feet. TLZO Sec 3.4.4.C (Utilities Dept. #4)**

**Response:** The emergency access has been adjusted to align with the existing curb and avoid the fire hydrant. The proposed hydrant is between 50 and 100 feet from the existing and proposed buildings.

**Comment 30: Sanitary Sewer Computations. At time of final design, provide sanitary sewer computations to verify the existing pipes are adequate. (Utilities Dept. #5)**

**Response:** Sanitary computations will be provided as requested at final design.

**Comment 31: Water Meter and Service Line Computations. At time of final design, provide water meter and service line computations to ensure existing appurtenances are adequate. (Utilities Dept. #6)**

**Response:** Water service computations will be provided as requested at final design.

## **LOUDOUN COUNTY FIRE MARSHAL**

**Comment 32: Fire Lane Identification. Provide fire lane identification for the emergency access road if not restricted to emergency vehicle access only. (Fire Marshal #I.1)**

**Response:** The proposed road will be for emergency access only and referenced by labels noting the addition of bollards, chain and signage to be provided with site plan.

**Comment 33: Fire Lane Construction. If using a type of grasspave/grasscrete product, edge delineation is required for all portions of the emergency access road. This is to show vehicle operators the edge of the access road. This can be done with low level landscaping, mulch, curbing, or some means to show the edge and not obstruct the vehicle if crossed over. Provide a detail of delineation proposed for approval by the FMO. (Fire Marshal #I.2)**

**Response:** Delineators will be provided along the fire the access road to identify the access area. A detail will be provided at site plan for construction purposes.

**Comment 34: Fire Lane Construction. Fire Apparatus Access Road is designed and maintained to a minimum of 20 feet of unobstructed width, 13.5 feet of unobstructed vertical clearance, support H-20 loading, be surfaced so as to provide all-weather driving capabilities, located within an "Emergency Access" easement, and identified as a fire lane in accordance with the FSM Chapter 4. (Fire Marshal #I)**

**Response:** The proposed access road will comply with these standards. A proposed 20' wide emergency access has been upgraded along the east and south of the building. An additional fire access turnaround has been added to the western, existing Parking Lot A (See SU-40 auto turn for movement on Sheet 6 of the Special Exception Plan).

**Comment 35: Knox Box. If one is not already installed for the school the Fire Marshal's Office requests a Knox Box be installed on the addressed side of the building. Contact Loudoun County Fire Station 605. Phone number 540-338-6001 for information on the Loudoun County Knox Box program. (Fire Marshal #II.1)**

**Response:** LCPS has confirmed that there is a Knox Box already installed on the front of Catoctin ES building on the addressed side.

## LEESBURG POLICE DEPARTMENT

**Comment 36: Door Systems.** Door systems for schools should meet the minimum requirements that are set out for commercial establishments. All exterior doors should be constructed in a metal frame of steel, aluminum alloy, or solid hardwood core. All glazing should be of tempered safety glass or polycarbonate sheeting. Any exposed hinges must be of the non-removable pin hinge type. Where specified by fire code, such as in stairwells, a minimum 1 hour burn-rated fire door should be installed. All double doors secured with multiple point flush bolts. *(LPD Comment Door Systems)*

**Response:** The proposed addition will be designed and constructed per applicable LCPS standards and to meet applicable code requirements.

**Comment 37: Alarm Systems.** Expand your original alarm system to include the new expansion. Once alarm systems are installed they should be checked regularly to ensure they are in working order. All authorized employees should receive proper training in the use of the alarm system. These precautions will reduce or eliminate false alarms and ensure the alarm works when needed. *(LPD Comment Alarm Systems)*

**Response:** The proposed addition will be designed and constructed per applicable LCPS standards and to meet applicable code requirements. LCPS facilities include alarm systems which are regularly checked and training is provided to personnel.

**Comment 38: Camera Systems.** Expand your camera system to include the new expansion. Install cameras to give an over view of the whole area in order to detect offenders and instill a perception of safety for the staff, students, and legitimate visitors. They can provide high-quality, digital imagery of suspicious persons and activities to help deter criminal activity, help staff and police track offenders in the school, and solve crime investigations. Keep debris and foliage clear from cameras view. *(LPD Comment Cameras)*

**Response:** The proposed addition will be designed and constructed per applicable LCPS standards (including monitoring systems) and to meet applicable code requirements.

**Comment 39: Access Control Systems.** Install an access control system like that on other school entrances in the new expansion. *(LPD Comment Access Control System)*

**Response:** The front interior of the building is planned to be renovated to implement safety and security measures including access to the building.

**Comment 40: Landscape Considerations.** Maximize visibility by designing landscaping that allows clear and unobstructed view of surrounding areas, which will provide natural surveillance capability. Plant trees and bushes away from light fixtures so they do not block illumination on the ground. Overgrown or improperly placed landscaping can reduce

**visibility; create ambush/unsafe points and invite criminal activity. The plans provided shows the heavy use of evergreen trees mixed with the existing trees. This line of trees is noted between the school near the existing ball field and the adjacent neighborhoods of Rosestone Court Subdivision and Crestwood Hamlet. While the evergreen trees and existing trees can compensate for a buffer zone, blocking this area can make it more susceptible to unwanted activity and create an unsafe environment. The use of Hardwood canopy trees would better promote the application of natural surveillance. (LPD Comment Landscaping)**

**Response:** Acknowledged. LCPS will provide landscaping that complies with the Town's landscaping and buffering requirements and with work with Town staff to implement the appropriate landscaping. It is noted that there are open fields for a distance of approximately 350 feet between the Rosestone Court community and the rear of the proposed addition and approximately 415 feet between Crestwood Hamlet and the side of the proposed addition.

**Comment 41: Site Lighting. Good lighting is one of the most effective crime deterrents if used properly. Light discourages criminal activity, enhances natural surveillance opportunities, and reduces fear for personal or anyone attending after school activities. Exterior lighting of a facility is dependent upon a number of factors including the desired effect and use of the illumination, size of the area to be lighted, and the amount of ambient light in the area from other sources. There are two existing light poles in the west side parking lot near the tree line where the lighting is being blocked by tree branches. Later in the season the tree foliage will reduce visibility creating an unsafe environment. (LPD Comment Site Lighting)**

**Response:** Acknowledged. Thank you for noting the lighting in relation to the tree line. Lighting for the proposed addition is shown on Sheet 9 of the Special Exception plan. Existing lighting is depicted on Sheet 3 of the Special Exception Plan.

**Comment 42: Windows Considerations. A school environment should ensure that glazing is of scratchproof Lexan, polycarbonate, or other break-resistant coated material, which will strengthen and make the glass stronger. (LPD Comment Window Systems)**

**Response:** The proposed addition will be designed and constructed per applicable LCPS standards and to meet applicable code requirements.