

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 13, 2023

TO: CONTRACTORS, DEVELOPERS AND DESIGN PROFESSIONALS

FROM: ROBERT M. KERNS, DEVELOPMENT DIVISION CHIEF
DEPARTMENT OF PLANNING AND ZONING

SUBJECT: GUIDELINES FOR PREPARATION OF MOCK-UP PANELS
AND MATERIALS LABELING FOR DEVELOPMENT PROJECTS

As part of a Development Site Plan (DSP) or Development Special Use Permit (DSUP), applicants will construct a mock-up panel at the project site. These panels include samples of all façade materials proposed for the buildings and must be approved by staff prior to final material selection and the ordering of materials.

This Memorandum establishes guidelines for the preparation, construction, review, approval and installation of the panel(s) and includes examples of panels previously reviewed and approved by staff. There is also a discussion and a sample key for the labeling of materials on Final Site Plan and building permit submissions.

BACKGROUND

The purpose of the mock-up panel is for staff to review the final material selection and standards of workmanship at the project site to confirm consistency with the design represented to, and approved by, staff, design review boards, Planning Commission and City Council.

A consistent method for labeling materials on the Preliminary, Final Site Plan and building permit submissions ensure accuracy between drawing submissions, the material sample board, the mock-up panel, and the final product. A City proposed standard key is included as Attachment 1.

DEVELOPING THE MOCK-UP

For projects with a DSP or a DSUP, there is a standard staff-recommended condition of approval requiring the mock-up drawings and material sample board to be submitted with the first Final Site Plan. The drawings and the constructed mock-up panel are designed to display the proportional relationship of all materials and colors to be used on the building(s) in sufficient quantities and relative locations to confirm their compatibility with each other, and with the surrounding environment.

Staff will review the drawings during the Final Site Plan to confirm that all proposed materials, colors, and finishes, including architectural details such as railings and sunshades, and mortar and caulk colors for brick buildings, are correct in terms of orientation and proportion to the approved architectural elevations and are consistent with the samples on the materials board.

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MOCK-UP CONSTRUCTION AND APPROVAL PROCESS

Construction of the mock-up panel may begin after release of the Final Site Plan and the panel must be approved *prior* to final selection and ordering of building materials. Mock-up panels over six feet (6') in height may also require a building permit, to be issued through Code Administration.

The mock-up panel shall be constructed at the project site in a location where it can remain in place for the duration of construction, and that location will be determined during Final Site Plan review. Mock-up panels may not be located within the City right-of-way, and projects that will occupy the entire site area should coordinate with staff early in the Final Site Plan process to determine a location. Wherever possible, mock-up panels shall be incorporated into the construction site enclosure with the finished side facing the public right of way, such that they can be accessed by City staff without requiring entry to the site, and in a location where it will receive direct sunlight for a portion of the day.

Once the mock-up panel is constructed, notify the Project Planner via that it is available for review, with photos of the panel to verify the panel is ready for review. Planning and Zoning staff will visit the site and evaluate the mock-up within five business days of receiving notification.

Staff will notify the applicant in writing within three business days of the site visit and review whether some, or all, of the materials are approved. If materials are not approved, or if the panel does not provide samples of all materials proposed and identified on the mock-up drawing, the applicant shall notify staff again that the revised mock-up is ready for review, once all issues are addressed. The procedure will also apply for all revisions.

Please note that this process may take several weeks, or longer, if changes are required and it is not uncommon to require samples of multiple mortar or caulk colors. The applicant team will need to account for this, as well as timing for ordering materials and any potential delays. If there are concerns about timing, it should be discussed with the Project Planner as soon as possible.

DURATION MOCK-UP SHALL REMAIN ON-SITE

The mock-up shall be constructed on the project site and remain in place through the duration of construction. Typically, the mock-up may be removed from the site upon receipt of the first Certificate of Occupancy. Please be aware that this may need to be extended, in the event of projects that have multiple buildings or sequencing for more than one Certificate of Occupancy. In some projects with more complex phasing issues, mockups have been constructed on structural steel skids which facilitate relocating the panels on site by means of a forklift.

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ATTACHMENTS:

- 1: Exterior Building Materials Standard Key Abbreviations
- 2: Example of Mock-Up Drawing
- 3: Example of Constructed Mock-Up Panels

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Exterior Building Materials Standard Key Abbreviations for City of Alexandria, Virginia

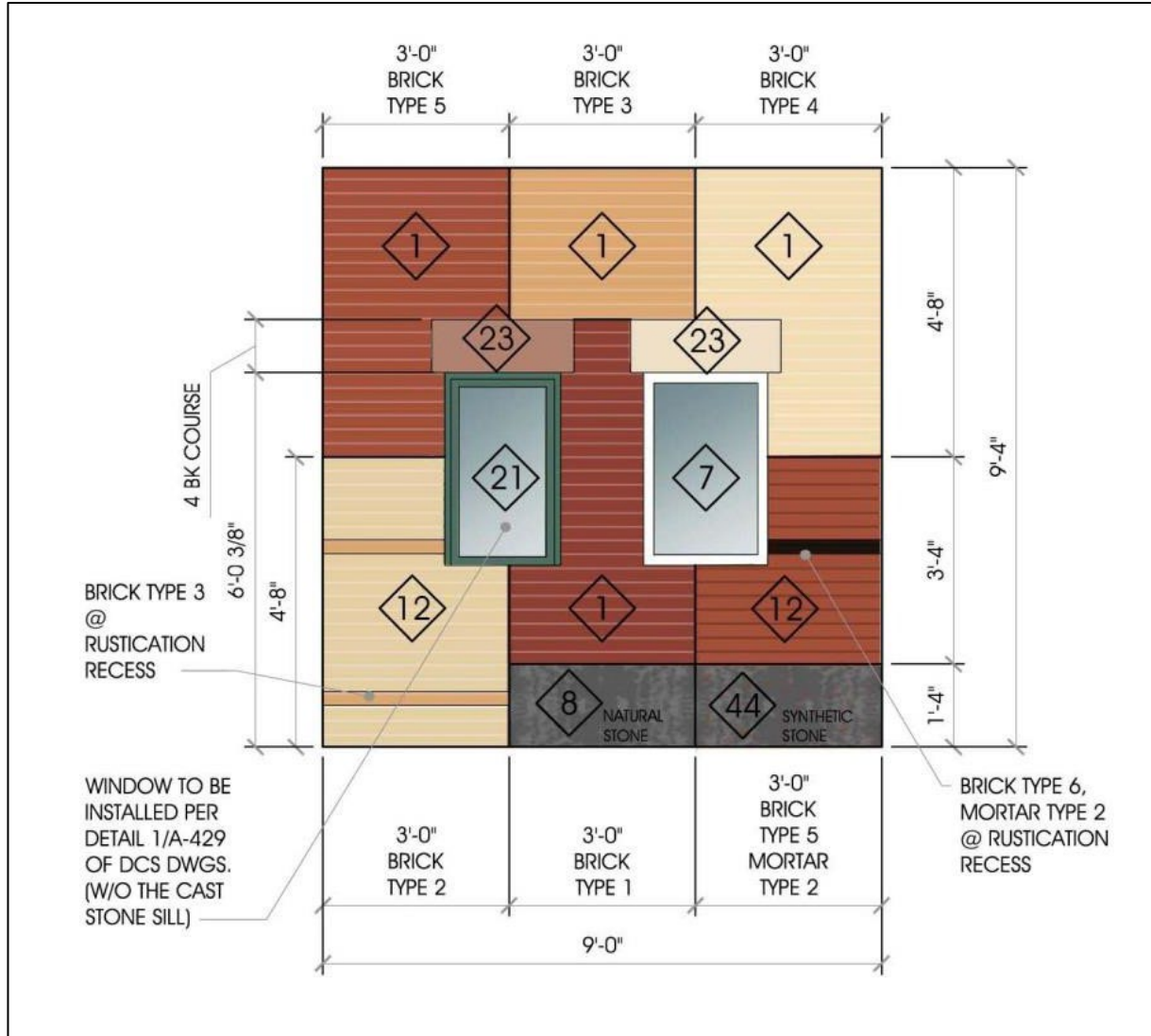
<u>Type</u>	<u>Key</u>	<u>Includes</u>
Brick:	BR-1 through BR-99	All brick, all sizes and finishes
Stone:	ST-1 through ST-99	All natural or man-made stone
Unit Masonry:	UM-1 through UM-99	All others from utility CMU to Arriscraft
Mortar	MT-1 through MT-99	Any mortar joint in brick, stone or block
Concrete	CC-1 through CC-99	Any exposed site cast concrete surface
Precast concrete	PC-1 through PC-99	Any exposed precast concrete
Cast Stone	CS-1 through CS-99	Any cast stone headers, sills or trim
Terracotta	TC-1 through TC-99	Any type, in any application
Metal Panel	MP-1 through MP-99	Insulated, composite, corrugated, any finish
Metal finish	MF-1 through MF-99	Finish on trim, coping, railing, mullions
Wood, Plastics, and Composites	WPC-1 through WPC-99	Any natural, treated or simulated wood
Fiber-cement	FC-1 through FC-99	Any type, pattern or mounting system
EIFS	EF-1 through EF-99	Any exterior insulation and finish surface
Paint	PT-1 through PT-99	Any paint factory or field applied
Glass	GL-1 through GL-99	Any glass, vision, spandrel or structural

Sample note (would include manufacturer, where a specific product is selected) would only need to occur ONCE in the drawing set – for example:

MP-3 Composite Alum. Panel, Alucobond #23A, Finish #2 Kynar “Morning Sun”

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ATTACHMENT 2: EXAMPLE OF MOCK-UP DRAWING



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ATTACHMENT 3: EXAMPLE OF CONSTRUCTED MOCK-UP PANELS

