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## Memorandum

**Date:** February 11, 2013  
**To:** Architecture Inc  
**Attn:** Mr. Ken White  
**From:** Doug Kirby  
**Re:** Veterinary Surgery Center, Vienna, Va.

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This letter is based on a site visit performed on November 19, 2012.

### Mechanical Notes:

1. Existing system consists of two split systems which have supply ducts running through soffits. The units appear to be approximately 3 ton systems. We were able get one unit to come on but not the second unit. The second unit appeared to be set up as a teaching tool for the previous tenant which was an HVAC service technician school. However it did seem to be set up as an operating system. The two systems could serve most of the basement areas through two straight bulkheads because the space consists of only five large rooms.
2. All building condensing units are located on the roof. We were not able to determine definitively which condensing units served the basement.
3. We could not see any existing means of bringing in outside air for ventilation air to the basement.
4. The only toilet in the basement had no exhaust.
5. The bottom of the overhead bar joists were at 8'-2" were we could see them. This is a low height for running ductwork and still maintaining a decent ceiling height. (Hence the bulkheads for the existing AHUs)

### Mechanical Comments

1. From previous vet suites we have done we would estimate the total load for this suite to be in the 10 ton range, therefore even if the new tenant utilized the existing units they would have to add more cooling. We recommend the existing systems be checked by a service contractor for operability. They did not seem to be in tip top shape.
2. The low ceiling structure makes running ductwork in the space a problem particularly given the high amount of small rooms. This situation lends itself to a ductless variable refrigerant system with one or two central condensing units located on the roof.
3. Building owner should be asked about outside air and exhaust air situation. If no air currently exists then new outside air and exhaust air means must be developed. The storage area adjacent to the rear stair will

be utilized to locate a new air handling unit. A shaft will be routed from this new unit up a chase through the first floor to a new sidewall intake just under the first floor ceiling slab. This unit will be sized to provide the required outside air ventilation to the tenant space. The tenant space exhaust will be sized to serve the new toilet rooms and to mitigate the pet odors as required. The exhaust will be routed up a chase through the first floor to a new sidewall exhaust louver just under the first floor ceiling slab.

#### Plumbing Notes:

1. Existing plumbing consists of one toilet and one sink only. Also there were three floor drains spotted.
2. A large amount of plumbing for the first floor occurs in the ceiling space above the basement space's central corridor. This plumbing consists mostly of PVC drain piping. The height of the piping created a need for a dropped height ceiling in the corridor.
3. There is currently a small leak from a pipe above the corridor.
4. There is a large sump pit in a closet adjacent to the elevator.
5. There is what appears to be a waste cleanout in the floor near the elevator.

#### Plumbing Comments:

1. The relatively large amount of plumbing required for the new vet space will require a completely new plumbing system. The building owner has no base building drawings so exploratory work may be required to see how the below floor waste piping is configured. The existing toilet room will be demolished. Two new ADA compliant toilet rooms will be provided to serve the new tenant space.

#### Electrical Notes:

1. The electrical panel is rated for 200 Amp, 120/208Volt, 3 Phase, 4 Wire and is fed from a 200 Amp, 3 Pole breaker in a meter stack located on the 1<sup>st</sup> floor. The panel is in fair shape and can be reused to serve the new tenant space. Some of the existing breakers are using non-metallic sheathed cable (ROMEX) to serve branch circuit devices with-in the space.
2. The light fixtures are in very poor shape. The emergency battery pack fixtures were not operable.
3. The switch devices and receptacle devices are in fair to poor shape.
4. The disconnect switches serving the roof top equipment are in very poor condition and some of the conduit serving the disconnect switches and the units has been damaged exposing the conductors to the weather. The weatherproof cover serving the receptacle device serving the roof top equipment is damaged and the device is not GFI rated.

#### Electrical Comments:

1. The electrical panel may be re-used but the breakers may need to be reconfigured or replaced to serve the new equipment in the space. All non-metallic sheathed wire must be disconnected and removed. There is a spare space in the meter stack that can be used to serve the tenant space if the electrical load exceeds the 200 Amp capacity. This is the

good news. The bad news is this would mean you would receive two bills from the power company. Also there may be an issue with the space having two electrical services. This is against code except for special instances. This may be a challenge or a non-issue. We would not know until it is reviewed for permit.

2. New light fixtures will be required provided with electronic ballasts and T8 fluorescent lamps to meet the 1.0 watt per square foot energy code requirements. New emergency battery packs will need to be provided. New exit lights with LED lamps and battery back-up will need to be provided.
3. New motion sensors will need to be provided to comply with the energy code for lighting control.
4. New disconnects with wire and conduit will be required to serve new roof mounted condensing units for the HVAC system.
5. The building does not have natural gas service. This means the emergency generator will need to be diesel fired. The generator and sub-base fuel oil tank will be located adjacent to the existing dumpster and will be enclosed in a new matching fence assembly. A trench will be provided across the parking lot to route the conduits from the generator to the basement tenant space. The emergency transfer switches will be located with-in the tenant space along with panel(s) to serve the operating room lighting, power and HVAC. It is estimated that the emergency generator will be 30KW.

Please call us if you have any questions.  
Thank you.

Doug Kirby  
(703) 723-1126  
DesignTech, Inc.

January 30, 2013

George Papastergiou, DDS, PLC  
General Dentistry  
Suite 200  
124 Park Street SE  
Vienna, VA 22180

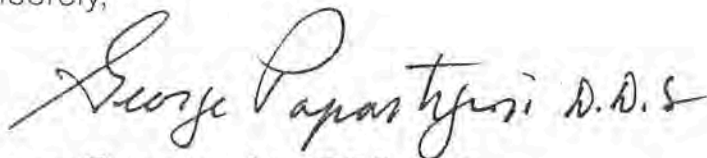
Planning Commission & Board of Zoning Appeals  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

To Whom it may concern-

Please accept this approval letter to show that we are agreeable to having the Veterinary Surgical Center as a neighboring tenant on the basement floor of 124 Park Street in Vienna, VA.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "George Papastergiou D.D.S." in a cursive script.

George Papastergiou, DDS, PLC

January 30, 2013

Robert W. Mitchell III, CPA, PC  
MITCO Asset Management  
Suite 201  
124 Park Street SE  
Vienna, VA 22180

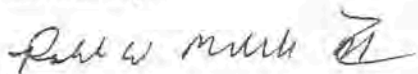
Planning Commission & Board of Zoning Appeals  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

To Whom it may concern-

Please accept this approval letter to show that we are agreeable to having the Veterinary Surgical Center as a neighboring tenant on the basement floor of 124 Park Street in Vienna, VA.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert W. Mitchell III".

Robert W. Mitchell III, CPA, PC

January 30, 2013

Richard J. Dellork, DDS  
Endodontics  
Suite 205  
124 Park Street SE  
Vienna, VA 22180

Planning Commission & Board of Zoning Appeals  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

To Whom it may concern-

Please accept this approval letter to show that we are agreeable to having the Veterinary Surgical Center as a neighboring tenant on the basement floor of 124 Park Street in Vienna, VA.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Richard J. Dellork DDS". The signature is written in a cursive style with a large initial "R" and "D".

Richard J. Dellork, DDS

January 30, 2013

Sree L. Gogineni, MD  
Internal Medicine  
Suite 203  
124 Park Street SE  
Vienna, VA 22180

Planning Commission & Board of Zoning Appeals  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

To Whom it may concern-

Please accept this approval letter to show that we are agreeable to having the Veterinary Surgical Center as a neighboring tenant on the basement floor of 124 Park Street in Vienna, VA.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Gogineni', written in a cursive style.

Sree L. Gogineni, MD

## Hembree, Greg

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**From:** Hembree, Greg  
**Sent:** Thursday, February 14, 2013 12:12 PM  
**To:** 'steve hassler'  
**Subject:** RE: VSC Vet Clinic Project: Answers to Your Questions

Steve:

When you make mention of "most of the staff parks on the street" are you referring to Locust Street SE? I ask this because there is no parking permitted on Park Street SE.

-----  
Sincerely,

**Gregory M. Hembree, AICP**  
**Director of Planning & Zoning and Zoning Administrator**  
**Town of Vienna**  
**127 Center Street, South**  
**Vienna, VA 22180-5719**  
**(703) 255-6341 (Voice)**  
**(703) 255-5722 (Facsimile)**

[ghembree@viennava.gov](mailto:ghembree@viennava.gov)  
[www.viennava.gov](http://www.viennava.gov)



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**From:** steve hassler [<mailto:steve.hassler@gmail.com>]  
**Sent:** Thursday, February 14, 2013 12:06 PM  
**To:** Hembree, Greg  
**Cc:** anke langenbach; ken white  
**Subject:** VSC Vet Clinic Project: Answers to Your Questions

Good morning Mr Hembree-

I received an email response back from the Landlord, Dr. Papastergiou, and I spoke to my wife, Dr. Anke Langenbach, last night regarding your questions from yesterday afternoon:

Regarding the previous tenants in the basement space, Dr. Papastergiou replied:  
"The HVAC people occupied 50% of the space until about 2004. In 2004 they leased the entire space. Prior to that, the Academy of Music and Study Works occupied the other 50%. Study Works operated only on weekends and the Academy of Music was an after school business running till around 8 pm."

From my conversation with Anke regarding expected vet clinic staff and customers:

1. How many *staff* will be in the new clinic on a typical day? 10



2. How many *customers* will be in the new clinic on a typical day? 3-4 any given hour.
3. Is it possible for 124 staff to park in the other lot for 130 and 140? and have customers park in the lot for 124? Yes.  
Of the ten staff, seven are already parking next door (4 Admin, 1 Doctor, 2 Technicians) because they are in The Hope Center.  
The remaining three would be new (2 Rehab and 1 Receptionist - Rehab currently already uses the parking next door on a part time basis).  
If 1 space/800sf gives the basement 6 spaces, these six spaces could cover the customers and these three new full time staff.
4. Where else could your staff park? On the street. Currently most of the staff parks on the street. Only a few park in the lot.
5. What are the planned hours of operation? 8am-5pm Mon-Sat.

***In addition:***

1. The American Cancer Society occupies the entire first floor.
2. The entire second floor is occupied by four doctors' offices. *Does code also require 1 space/800sf for the second floor?*
3. As you pointed out, the parking lot is never full. Currently, it is lucky to be half full with the existing 61 spaces.

Please don't hesitate to contact me with any further questions or comments.

Best-  
Steve

**Hembree, Greg**

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**From:** Anke Langenbach <ankelangenbach@gmail.com>  
**Sent:** Monday, February 18, 2013 5:11 PM  
**To:** steve hassler  
**Cc:** Hembree, Greg; ken white  
**Subject:** Re: VSC Vet Clinic Project: Answers to Your Questions

Steve,

I want to make a correction to the comments below. There seems to be a misunderstanding. To comment #4 Most of the employees park in the parking lot of 124 Park str. not on the street. To be sure we polled The employees on Friday and only one of the employees did not park in the parking lot. We also have 1-2 regular bike commuters.

Please let me know if more information is needed.

Best regards,  
Anke

Sent from my iPhone

On Feb 14, 2013, at 12:06 PM, steve hassler <[steve.hassler@gmail.com](mailto:steve.hassler@gmail.com)> wrote:

Good morning Mr Hembree-

I received an email response back from the Landlord, Dr. Papastergiou, and I spoke to my wife, Dr. Anke Langenbach, last night regarding your questions from yesterday afternoon:

Regarding the previous tenants in the basement space, Dr. Papastergiou replied:  
"The HVAC people occupied 50% of the space until about 2004. In 2004 they leased the entire space. Prior to that, the Academy of Music and Study Works occupied the other 50%. Study Works operated only on weekends and the Academy of Music was an after school business running till around 8 pm."

From my conversation with Anke regarding expected vet clinic staff and customers:

1. How many *staff* will be in the new clinic on a typical day? 10
2. How many *customers* will be in the new clinic on a typical day? 3-4 any given hour.
3. Is it possible for 124 staff to park in the other lot for 130 and 140? and have customers park in the lot for 124? Yes.

Of the ten staff, seven are already parking next door (4 Admin, 1 Doctor, 2 Technicians) because they are in The Hope Center.

The remaining three would be new (2 Rehab and 1 Receptionist - Rehab currently already uses the parking next door on a part time basis).

If 1 space/800sf gives the basement 6 spaces, these six spaces could cover the customers and these three new full time staff.

4. Where else could your staff park? On the street. Currently most of the staff parks on the street. Only a few park in the lot.

5. What are the planned hours of operation? 8am-5pm Mon-Sat.

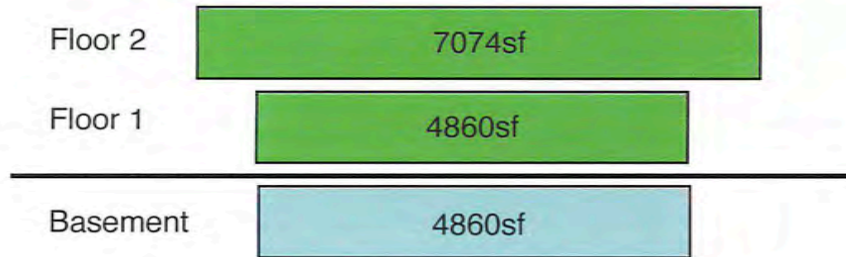
***In addition:***

1. The American Cancer Society occupies the entire first floor.
2. The entire second floor is occupied by four doctors' offices. *Does code also require 1 space/800sf for the second floor?*
3. As you pointed out, the parking lot is never full. Currently, it is lucky to be half full with the existing 61 spaces.

Please don't hesitate to contact me with any further questions or comments.

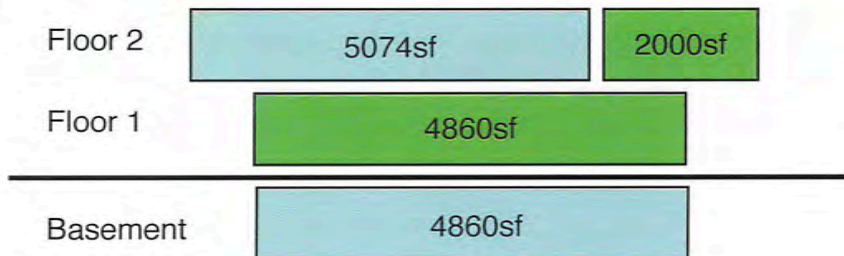
Best-  
Steve

## Scenario 1 - Calculations per 1986 Conditions



Floor	Tenant	18-130 Section	SF	(SF/ parking space)	Required Parking Spaces
2	Dentists & CPA	H (Commercial)	7074	200	35
1	Am Cancer Soc	H (Commercial)	4860	200	24
B	Vet Surg Ctr	G (Hospital)	4860	800	6
<b>TOTAL</b>					<b>66</b>

## Scenario 2 - Calculations per Present Conditions



Floor	Tenant	18-130 Section	SF	(SF/ parking space)	Required Parking Spaces
2	Dentists	G (Hospital)	5074	800	6
2	CPA	H (Commercial)	2000	200	10
1	Am Cancer Soc	H (Commercial)	4860	200	24
B	Vet Surg Ctr	G (Hospital)	4860	800	6
<b>TOTAL</b>					<b>47</b>





MAR 13 2013

RECEIVED

March 13, 2013

Planning Commission & Board of Zoning Appeals  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

To Whom It May Concern:

The American Cancer Society has no objection to having the Veterinary Surgical Center as a neighboring tenant on the basement floor of 124 Park Street in Vienna, VA provided the following conditions are met:

- Adequate soundproofing to eliminate any animal noise
- A construction process that minimizes impact on American Cancer Society offices in terms of noise, parking, pedestrian access to the office
- Guarantee of adequate ACS parking once the new facility is operational

Sincerely,



Liz Davey  
State Vice President  
National Capital Area

March 15, 2013

Veterinary Surgical Centers  
140 Park Street SE  
Vienna, VA 22180

General Dentistry  
Attention: George Papastergiou, DDS, PLC  
Suite 200  
124 Park Street SE  
Vienna, VA 22180

Dear Dr. Papastergiou,

First, thank you for your Approval Letter stating that you are okay being neighbors with the Veterinary Surgical Center (VSC) should we be approved to occupy the basement level at 124 Park Street SE. We had signed letters from all of the condo suite owners and it helped tremendously at the Planning Commission Review Meeting this past Wednesday, March 13th.

VSC was received favorably in the review meeting which puts us on the agenda for the Board of Zoning Appeals Review Meeting this coming Wednesday, March 20th.

A stipulation from the Planning Commission to move forward requires VSC to notify you of three items:

1. The proposed veterinary clinic will be properly sound proofed to eliminate animal noises during normal operation.
2. During construction of the new clinic, every effort will be made to minimize impact to existing tenants regarding noise, parking, and pedestrian access to the building.
3. The Town of Vienna's parking code states that the occupied basement space used as an animal hospital requires (6) parking spaces in the existing lot.

Please show your acceptance of these three items by signing below.

Approved by:

GEORGE PAPASTERGIOU DDS

Written Name

George Papastergiou DDS

Signature

Please do not hesitate to contact me with any questions or comments.  
Thank you very much for your support.

Sincerely,

Steve Hassler/Veterinary Surgical Centers  
[steve.hassler@gmail.com](mailto:steve.hassler@gmail.com)/703.244-2505

March 15, 2013

Veterinary Surgical Centers  
140 Park Street SE  
Vienna, VA 22180

MITCO Asset Management  
Attention: Robert W. Mitchell III, CPA, PC  
Suite 201  
124 Park Street SE  
Vienna, VA 22180

Dear Mr. Mitchell,

First, thank you for your Approval Letter stating that you are okay being neighbors with the Veterinary Surgical Center (VSC) should we be approved to occupy the basement level at 124 Park Street SE. We had signed letters from all of the condo suite owners and it helped tremendously at the Planning Commission Review Meeting this past Wednesday, March 13th.

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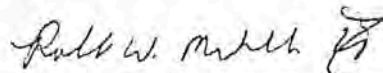
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3. The Town of Vienna's parking code states that the occupied basement space used as an animal hospital requires (6) parking spaces in the existing lot.

Please show your acceptance of these three items by signing below.

Approved by:

ROBERT MITCHELL



Written Name

Signature

Please do not hesitate to contact me with any questions or comments.  
Thank you very much for your support.

Sincerely,

Steve Hassler/Veterinary Surgical Centers  
[steve.hassler@gmail.com](mailto:steve.hassler@gmail.com)/703.244-2505

March 15, 2013

Veterinary Surgical Centers  
140 Park Street SE  
Vienna, VA 22180

Internal Medicine  
Attention: Sree L. Gogineni, MD  
Suite 203  
124 Park Street SE  
Vienna, VA 22180

Dear Dr. Gogineni,

First, thank you for your Approval Letter stating that you are okay being neighbors with the Veterinary Surgical Center (VSC) should we be approved to occupy the basement level at 124 Park Street SE. We had signed letters from all of the condo suite owners and it helped tremendously at the Planning Commission Review Meeting this past Wednesday, March 13th.


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3. The Town of Vienna's parking code states that the occupied basement space used as an animal hospital requires (6) parking spaces in the existing lot.

Please show your acceptance of these three items by signing below.

Approved by:

SREE L. GOGINENI, MD 

Written Name

Signature

Please do not hesitate to contact me with any questions or comments.  
Thank you very much for your support.

Sincerely,

Steve Hassler/Veterinary Surgical Centers  
[steve\\_hassler@gmail.com](mailto:steve_hassler@gmail.com)/703.244-2505



March 15, 2013

Veterinary Surgical Centers  
140 Park Street SE  
Vienna, VA 22180

Endodontics  
Attention: Richard J. Dellork, DDS  
Suite 205  
124 Park Street SE  
Vienna, VA 22180

Dear Dr. Dellork,

First, thank you for your Approval Letter stating that you are okay being neighbors with the Veterinary Surgical Center (VSC) should we be approved to occupy the basement level at 124 Park Street SE. We had signed letters from all of the condo suite owners and it helped tremendously at the Planning Commission Review Meeting this past Wednesday, March 13th.

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3. The Town of Vienna's parking code states that the occupied basement space used as an animal hospital requires (6) parking spaces in the existing lot.

Please show your acceptance of these three items by signing below.

Approved by:

Richard J Dellork, DDS

Richard J Dellork, DDS

Written Name

Signature

Please do not hesitate to contact me with any questions or comments.  
Thank you very much for your support.

Sincerely,

Steve Hassler/Veterinary Surgical Centers  
[steve.hassler@gmail.com](mailto:steve.hassler@gmail.com)/703.244-2505

March 14, 2013

Veterinary Surgical Centers  
140 Park Street SE  
Vienna, VA 22180

American Cancer Society - Tenant  
124 Park Street SE  
Vienna, VA 22180

Dear American Cancer Society,

First, thank you for your Approval Letter stating that you are okay being neighbors with the Veterinary Surgical Center (VSC) should we be approved to occupy the basement level at 124 Park Street SE. We had signed letters from all of the condo suite owners and it helped tremendously at the Planning Commission Review Meeting this past Wednesday, March 13th.

VSC was received favorably in the review meeting which puts us on the agenda for the Board of Zoning Appeals Review Meeting this coming Wednesday, March 20th.

A stipulation from the Planning Commission to move forward requires VSC to notify you of three items:

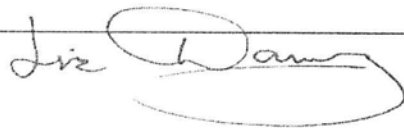
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2. During construction of the new clinic, every effort will be made to minimize impact to existing tenants regarding noise, parking, and pedestrian access to the building.
3. The Town of Vienna's parking code states that the occupied basement space used as an animal hospital requires (6) parking spaces in the existing lot.

Please show your acceptance of these three items by signing below.  
Approved by:

Written Name

Signature

\_\_\_\_\_  
Liz E. Davey, State Vice President

\_\_\_\_\_  


Please do not hesitate to contact me with any questions or comments.  
Thank you very much for your support.

Sincerely,  
Steve Hassler/Veterinary Surgical Centers  
[steve.hassler@gmail.com](mailto:steve.hassler@gmail.com)/703.244-2505

Floor	Square Footage	Commercial (200)/ Hospital (800)	Parking Calculation
2	5158.15	200	26
2	<b>1915.85</b>	800	2
1	4860	200	24
B	4860	800	6
<b>TOTAL Required Parking Spaces</b>			<b>59</b>

## 124 Park St SE - Second Floor Medical Spaces

Suite/Room	Width (ft)	Width (in)	Length (ft)	Length (in)	Area (sf)
200/Consult	7	10.75	15	2	119.75
	7.90		15.17		
200/OperatoryD	42	4.75	15	2.75	645.65
	42.40		15.23		
200/OperatoryE	16	1.75	13	7.75	220.32
	16.15		13.65		
200/OperatoryA	0	10.5	4	1.25	-1.80
	0.88		4.10		
200/OperatoryB	0	10.5	2	8.75	-2.39
	0.88		2.73		
200/OperatoryC	2	9.25	2	8.75	-3.78
	2.77		2.73		
200/Lab	15	10.25	11	10.5	188.27
	15.85		11.88		
200/Compressor	4	8.5	4	7	21.58
	4.71		4.58		
200/X-Ray	4	8.5	7	0	32.96
	4.71		7.00		
200/Sterile	8	5	6	2	51.90
	8.42		6.17		
203/OperatoryA	7	10.75	8	11.5	70.73
	7.90		8.96		
203/Lab	7	5.5	4	8.75	35.27
	7.46		4.73		
203/OperatoryB1	7	5	2	1	15.45
	7.42		2.08		
203/OperatoryB2	11	4.25	5	9	65.29
	11.35		5.75		
203/OperatoryC	7	11.5	9	3.5	73.95
	7.96		9.29		

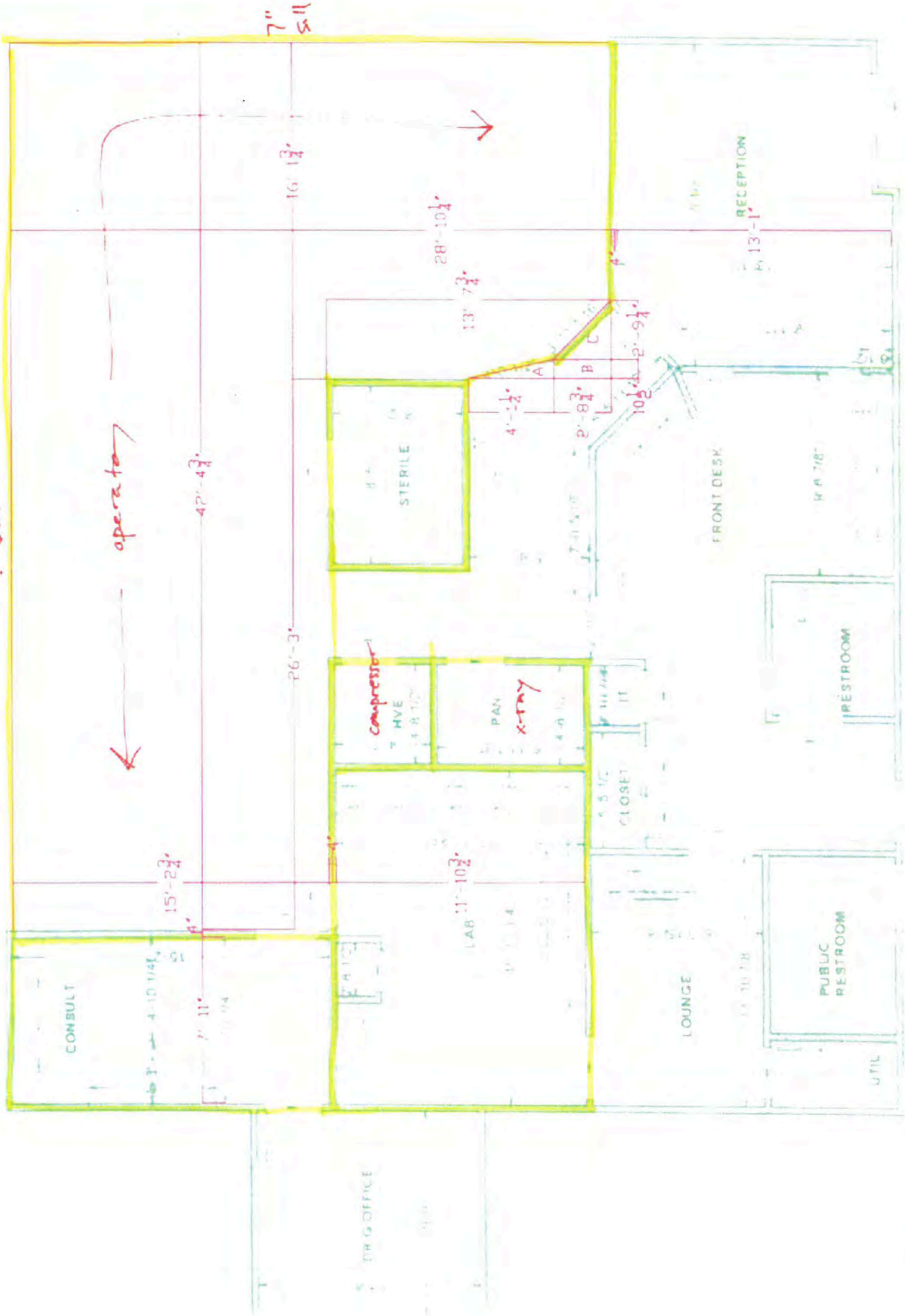
Suite/Room	Width (ft)	Width (in)	Length (ft)	Length (in)	Area (sf)
205/Compressor	3	10	5	10.5	22.52
	3.83		5.88		
205/Oxygen	1	9.5	4	3	7.61
	1.79		4.25		
205/Sterilization	10	11.75	4	11.15	54.12
	10.98		4.93		
205/OperatoryA1	10	0.5	8	6	85.35
	10.04		8.50		
205/OperatoryA2	2	10	2	10	-4.01
	2.83		2.83		
205/Lab	3	6.5	5	8	20.07
	3.54		5.67		
205/OperatoryB1	10	8.75	9	5.75	101.70
	10.73		9.48		
205/OperatoryB2	2	1.5	2	1.5	-2.26
	2.13		2.13		
205/OperatoryC1	10	8.75	9	6.75	102.60
	10.73		9.56		
205/OperatoryC2	2	10	2	10	-4.01
	2.83		2.83		
205/OperatoryC3	1	5	1	5	-1.00
	1.42		1.42		
<b>TOTAL SF</b>					<b>1915.85</b>

Floor	Square Footage	Commercial (200)/ Hospital (800)	Parking Calculation
2	5158.15	200	26
2	<b>1915.85</b>	800	2
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B	4860	800	6
<b>TOTAL Required Parking Spaces</b>			<b>59</b>

7" sill

operator

7" sill

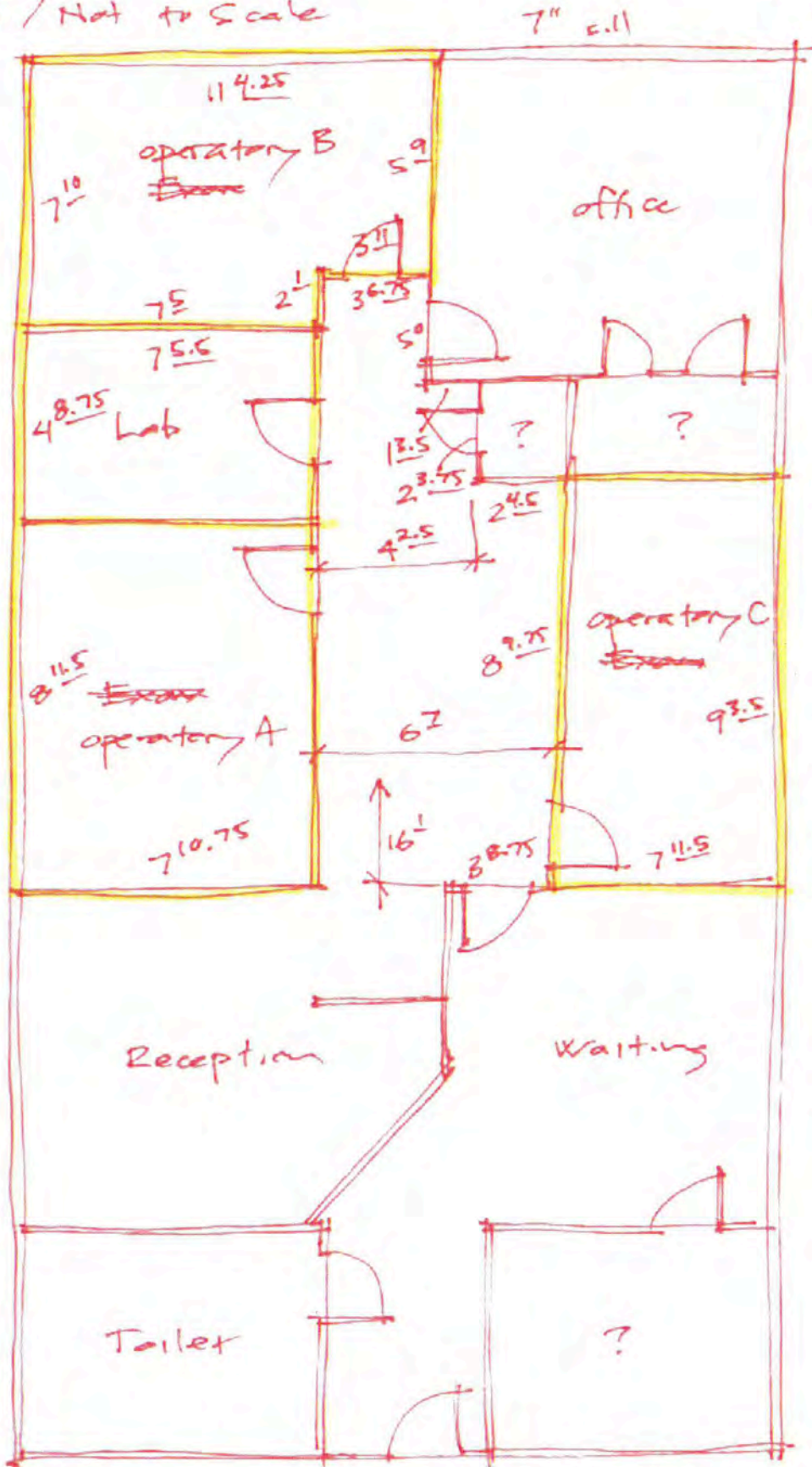


Dr. Papastergic / Suite 200 Not to Scale.

02.18.13

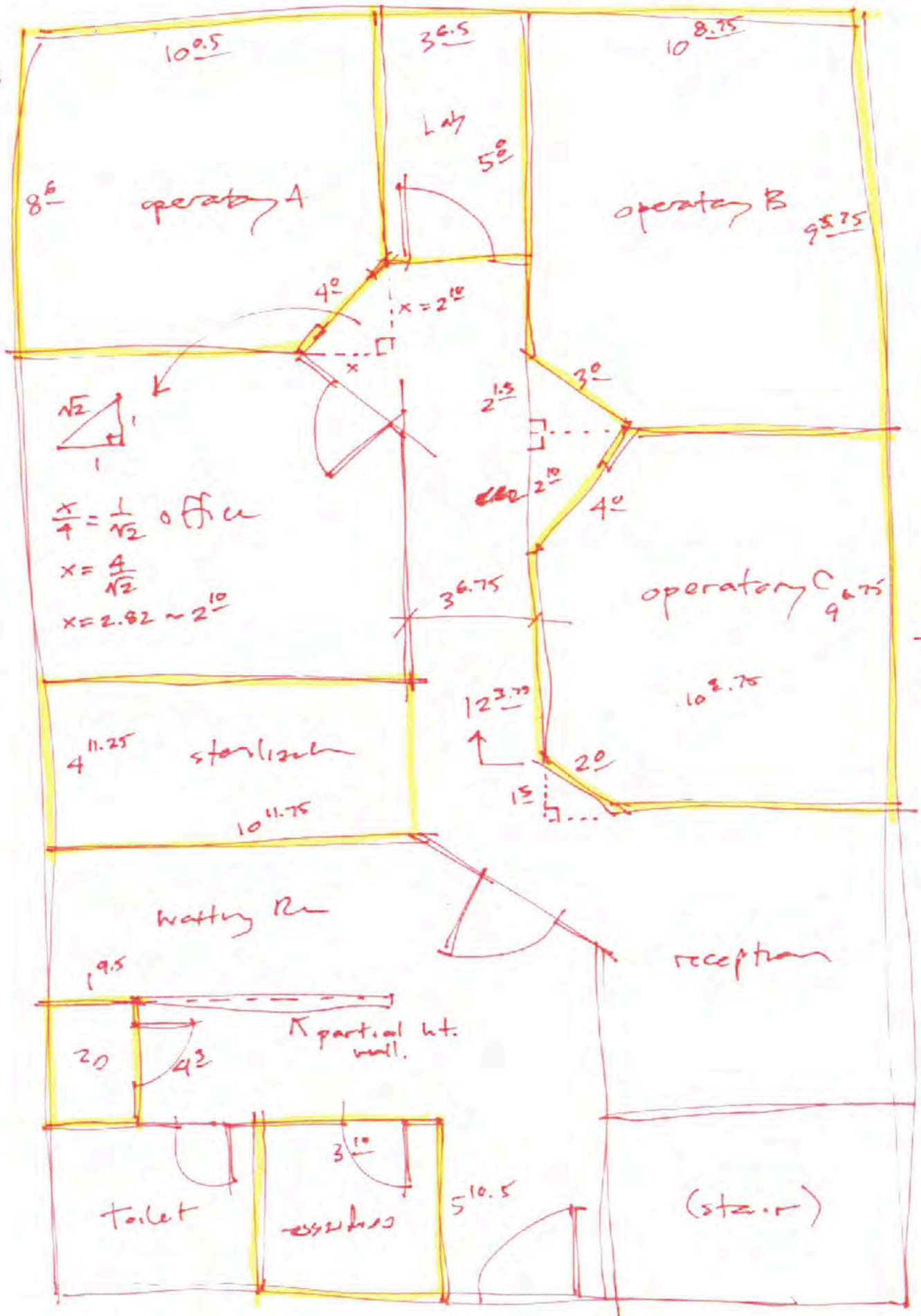
✓ Dr. Gagimani @ 9AM  
survey / Not to Scale

03.10.13



Suite 207

7" sill



Dr. Bellark @ lpm - survey / no scale 03/18/13  
 - date: 2015