



APPLICATION FILED: December 27, 2006  
BOARD OF ZONING APPEALS: June 26, 2007  
MOVED AT APPLICANT'S REQUEST  
TIME: 9:00 a.m.

## County of Fairfax, Virginia

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June 19, 2007

**STAFF REPORT  
SPECIAL PERMIT AMENDMENT APPLICATION NO. SPA 75-C-182  
PROVIDENCE DISTRICT**

**APPLICANT:** Vietnamese Alliance Church

**ZONING:** R-1

**LOCATION:** 2438 and 2430 Gallows Road

**ZONING ORDINANCE PROVISIONS:** 3-1032, 8-921

**TAX MAP:** 39-4 ((1)) 27A and 28

**LOT SIZE:** 1.43 acres

**F.A.R.:** 0.15

**PLAN MAP:** Residential 2-3 du/acre

**SP PROPOSAL:** An amendment to SP 75-C-182 previously approved for a church to permit an increase in land area, building addition, site modifications, change in permittee and modification of minimum yard requirements to permit existing building 33.3 ft. from front lot line.

**STAFF RECOMMENDATION:** Staff recommends approval of SPA 75-C-182 subject to the proposed development conditions contained in Appendix 1.

It should be noted that it is not the intent of staff to recommend that the Board, in adopting any conditions, relieve the applicant/owner from compliance with the provisions of any applicable ordinances, regulations, or adopted standards.

The approval of this application does not interfere with, abrogate or annul any easements, covenants, or other agreements between parties, as they may apply to the property subject to the application.

It should be further noted that the content of this report reflects the analysis and recommendations of staff; it does not reflect the position of the Board of Zoning Appeals. A copy of the BZA's Resolution setting forth this decision will be mailed within five (5) days after the decision becomes final.

For additional information, call Zoning Evaluation Division, Department of Planning and Zoning at 324-1280, 12055 Government Center Parkway, Suite 801, Fairfax, Virginia 22035.

**Board of Zoning Appeals' meetings are held in the Board Room, Ground Level, Government Center Building, 12000 Government Center Parkway, Fairfax, Virginia 22035-5505.**

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Americans with Disabilities Act (ADA): Reasonable accommodation is available upon 7 days advance notice. For additional information on ADA call (703) 324-1334 or TTY 711 (Virginia Relay Center).

## DESCRIPTION OF THE APPLICATION

### Special Permit Request:

An amendment to SP 75-C-182 previously approved for a church to permit an increase in land area from the existing 24,000 square feet (Lot 28) with the addition of 38,209 square feet (Lot 27A) resulting in 62,209 square feet (1.34 acres), demolition of portions of the existing structures and a building addition which will increase the size of the church and related structures from 6,250 square feet, to 9,330 square feet, site modifications, change in permittee from Community Church of God to Vietnamese Alliance Church and modification of minimum yard requirements to permit existing building 33.3 ft. from front lot line after right of way dedication along the properties Gallows Road frontage.

	<u>Existing</u>	<u>Proposed</u>
<b>Size of property:</b>	24,000 square ft.	62,209 square ft. (1.43 acres)
<b>Parking:</b>	43 spaces	57 spaces
<b>Gross Floor Area:</b>	6,250 square ft.	9,330 square ft. (total)
<b>FAR:</b>	0.136	0.15
<b>Number of Seats:</b>	217 seats	217 seats
<b>Employees:</b>		
Church:	1	1
<b>Hours of Operation (Existing; no Change Proposed): (Church)</b>		
Sunday services:	9:30 a.m. - 3:00 p.m.	

### Waiver and Modifications Requested:

The applicant requests that the transitional screening and barrier requirements be modified and waived, respectively, in favor of the existing vegetation and supplemental plantings as shown on the plat.

## LOCATION AND CHARACTER

### Existing Site Description:

The Vietnamese Alliance Church is located at 2430 and 2438 Gallows Road to the south of its intersection with Idylwood Road. The property is zoned R-1 and is surrounded on the

east, south and west sides by property which is developed with single family detached dwellings zoned R-3. To the north of the site is the Washington and Old Dominion Trail of the Northern Virginia Regional Park Authority.

The existing church sanctuary and ancillary facilities, including an attached congregation room and trailer in the rear of the structure, are located in the center of lot 28. The existing structure contains 6,250 square feet of gross floor area. Lot 27A is developed with a 3,232 square foot single family detached dwelling. The combined FAR for the existing buildings is 0.136. A parking lot with 43 spaces is located on Lot 28. The existing church property is connected to Gallows Road by two existing curb cuts. A single curb cut and driveway provides access to Gallows Road for the dwelling on Lot 27A. The properties have a mix of deciduous and evergreen trees varying density and size.

## BACKGROUND

### Site History:

Application	Date	Use	BZA Action
S-182-75*	10/14/1975	Church	Approved
V-183-75*	10/14/1975	Variance for minimum required rear yard (25' required, 19' provided)	Approved

\*Resolution and plat included as Appendix 4

### Surrounding Area Description:

Direction	Use	Zoning	Plan
North	Northern Virginia Regional Park Authority (Washington and Old Dominion Trail)	R-1	Residential, 2-3 du/ac
South	Single family detached dwellings	R-3	Residential, 2-3 du/ac
East	Single family attached dwellings	R-3	Residential, 2-3 du/ac
West	Single family attached dwellings	R-3	Residential, 2-3 du/ac

## COMPREHENSIVE PLAN PROVISIONS

**Plan Area:** Providence Planning District, Area II  
**Planning Sector:** Cedar Community Planning Sector  
**Plan Map:** Residential 2-3 du/ac

## ANALYSIS

### Special Permit Plat (Copy at front of staff report)

**Title of SP Plat:** Combination Building Plat for Properties located at 2438 and 2430 Gallows Road, Dunn Loring, VA  
**Prepared By:** Frederick Engineering Consultants, LLC  
**Dated:** June 2007 and signed June 12, 2007

### Proposal:

The applicant proposes to amend SP 75-C-182 previously approved for a church to permit an increase in land area from the existing 24,000 square feet (Lot 28) with the addition of 38,209 square feet (Lot 27A) resulting in 62,209 square feet (1.34 acres), demolition of portions of the existing structures and a building addition which will increase the size of the church and related structures from 6,250 square feet to 9,330 square feet, site modifications, change in permittee from Community Church of God to Vietnamese Alliance Church and modification of minimum yard requirements to permit existing building 33.3 ft. from front lot line after right of way dedication along the Gallows Road frontage.

The Special Permit Amendment Plat proposes an increase in land area of the property from the existing 24,000 square feet (Lot 28) with the addition of 38,209 square feet (Lot 27A) resulting in 62,209 square feet (1.34 acres). The existing Congregation Room and attached trailer are to be demolished and removed on Lot 28 as is the existing single family detached dwelling on Lot 27A. A building addition to the remaining existing church structure will accommodate multiple group activities such as bible studies which accommodate different languages and age groups at the same time. The addition will increase the size of the church and related structures from 6,250 square feet, to 9,330 square feet. The addition will increase the FAR of the building from 0.136 to 0.15. The number of seats approved in the sanctuary will remain at the existing 217. A portion of the parking lot will be reconfigured and parking will be added on Lot 27A. The total number of spaces will increase from 43 to 57. A 25 foot landscaped transitional screening yard on the western side, with a minimum 15 foot transitional screening yard on the north and south and a 5 to 10 foot to the east are proposed on the boundaries of the property. Two entrances to the site are proposed from Gallows Road with a one-way drop-off drive at the front of the church.

The applicant is also requesting a special permit pursuant to Section 8-921 of the Zoning Ordinance for Modification of Minimum Yard Requirements for Certain Existing Structures and Uses. Specifically the applicant is requesting approval for the front of the existing church structure to be located 33.3 feet from the front lot line in lieu of the required 40 feet. The structure currently exceeds the minimum required front yard but

the proposed provision of the requested dedication of frontage along Gallows Road will result in less than the required front yard in the R-1 District.

### **Land Use Analysis**

There are no land use issues associated with this application.

### **Urban Forest Management Analysis (UFM) (Appendix 5)**

The urban forest management report raised the following issues:

#### **Issue:**

Limits of clearing and grading have not been shown on the special permit plat. In addition, individual trees along the southern property boundary are not shown or identified on the plat. These trees may be off-site or co-owned and it is unclear if these trees will be preserved.

#### **Resolution:**

A proposed development condition in Appendix 1 requires that a tree preservation and landscaping plan be submitted to UFM for review and approval at the time of site plan review. This plan should designate, at a minimum, the limits of clearing and grading needed to preserve to the greatest extent possible individual trees or tree stands that may be impacted by construction. With the imposition of this proposed development condition this issue is addressed.

#### **Issue:**

The first submission of the plat showed 27,880 square feet being claimed as total preserved vegetation. It was unclear where this vegetation was located. In addition, preliminary tree cover calculations were not provided and it was unclear how the required tree cover would be met on this site

#### **Resolution:**

The applicant has provided preliminary tree cover calculations in a revised plat, including peripheral parking lot landscaping and interior parking lot landscaping, to demonstrate how tree cover requirements will be met on this site. A proposed development condition also requires that the applicant provide supplemental vegetation and parking lot landscaping. With the addition of this development condition this issue has been addressed.

**Issue:**

Transitional screening 1 and barrier D, E, or F were not shown or identified on the original plat along the western, southern, and eastern property lines where the property is adjacent to single family detached dwellings.

**Resolution:**

The revised plat indicates that a transitional screening yard of 25 feet to the west and 15 feet on the south, and 5 to 10 feet to the east will be provided. With the provision of supplemental plantings of vegetation along these boundaries and the provision of a wooden fence along the southern and western boundaries of the site required by a proposed development condition, staff believes that the adjacent residential uses will be adequately screened from the church and addition, thus this issue is resolved.

**Environmental Analysis** (Appendix 6)**Issue:**

The environmental assessment recommends that additional vegetation be provided along the southern and southwestern borders of the subject property to buffer the proposed additional surface parking and building addition.

**Resolution:**

A proposed development condition requires that additional vegetation be provided along the southern or southwestern boundaries of the subject property. The applicant has removed parking spaces that currently directly abut the property's southern boundary and is providing a 15 foot planting area, though a portion of that area includes a proposed infiltration trench in the southeastern corner adjacent to Gallows Road. Rather than that infiltration trench and another trench proposed in the northeastern corner of the site, it is recommended that rain gardens be used. The rain gardens can be planted with trees, which will provide some buffer to the adjacent property. In addition, a condition has been added requiring trees to be planted for screening in the peripheral parking area and along the Gallows Road frontage.

**Issue:**

A wooden fence along the southern boundary and western boundaries was recommended to provide further shielding of the adjacent dwellings property from the church use.

**Resolution:**

A proposed development condition requires that a 6 foot wooden fence shall be provided along the southern and western boundaries to shield the adjacent single family detached residential uses on the western and southern boundaries of the property from the church and proposed addition.

**Issue:**

The trails plan recommends a minimum 8 foot wide paved trail and an on-road bike trail along the property's Gallows road frontage.

**Resolution:**

This issue will be addressed at the time of site plan review.

**Stormwater Management:**

The environmental analysis referred to the adequacy of on site stormwater management. This issue is addressed in the Stormwater Analysis below.

**DPWES Stormwater Analysis (Appendix 7)****Issue:**

The stormwater management analysis indicates that additional information regarding site outfall needed to be provided. In addition, the stormwater management/best management practice (SWM/BMP) calculations were incorrect, a soil study was recommended to determine whether proposed infiltration facilities would be effective, and the proposed infiltration facilities were recommended to be relocated to a pervious area of the site. The description and depiction of the existing site outfalls and how outfall requirements would be met were not provided and the 10% requirement for phosphorus reduction was not met. The analysis indicated that there some downstream drainage complaints in the area.

**Resolution:**

The special permit plat was revised and now included corrected stormwater management/best management practice (SWM/BMP) calculations. A soil study was provided and shows that infiltration facilities would be effective. Furthermore, a description and depiction of the existing site outfalls and how outfall requirements would be met was provided and the 10% requirement for phosphorus reduction was met. The applicant has removed the row of parking abutting the property's southern boundary and partially replaced the row with a proposed infiltration trench. Rather than the infiltration trench proposed along the southeastern boundary and another trench proposed in the northeastern corner of the site, staff would rather that rain gardens be used. Rain gardens can be planted with trees which will contribute to transitional screening and help to serve as a buffer to the adjacent residential properties. This issue has been addressed with the imposition of the proposed development conditions.

**Transportation Analysis (Appendix 8)**

The original transportation analysis dated February 28, 2007 outlined several issues that were subsequently addressed on the revised plat. The revised transportation analysis indicates that all parking should be provided on site. The use meets the required parking

with 57 spaces being provided on site while 55 are required based on the requirement of one parking space for every four seats in the sanctuary. The applicant has provided the requested right of way of 72 feet from centerline as requested. The following issues remain:

**Issue:**

The transportation analysis indicates that the two access points to Gallows Road must meet VDOT standards, with curb and gutter and proper radii. Also the one-way travel aisle between the two parking lots should be striped for one-way travel in a northbound direction.

**Resolution:**

The issue of the curb/gutter and radii will be addressed at the time of site plan review. A development condition requires that the travel way be striped for one-way travel.

**Heritage Resources Analysis (Appendix 9)**

The Heritage Resources Analysis indicates that the Vietnamese Alliance Church is listed on the Fairfax County Inventory of Historic Sites. It is the original Dunn Loring United Methodist Church, constructed in 1889 as an integral part of that unique community. In 1995, when Dunn Loring was under consideration as a Historic Overlay District, this church was identified as a Contributing Property within the proposed district. The building remained virtually unchanged as late as 1969, but is now almost unrecognizable from its original form, with only a small portion remaining. The Vietnamese Alliance Church, while operating under the name of the Community Church of God, has previously received County approval for alterations to the historic structure. Listing properties on the County's Inventory of Historic Sites is a function of the Fairfax County History Commission. Staff will advise the Commission of this SPA application so that the Commission is aware of the probable loss of this listed property and so the Commission has an opportunity to comment independent of staff.

Due to the significant changes made to the building since 1969, staff recommends that the church be permitted to proceed with the expansion plans. Unfortunately, it appears that the only remaining portion of the original building is slated for demolition. Staff would like the opportunity to photograph the exterior of the church prior to demolition. This is addressed as a proposed development condition in Appendix 1.

**ZONING ORDINANCE PROVISIONS**

<b>R-1 DISTRICT REGULATIONS</b>	<b>REQUIRED</b>	<b>PROVIDED</b>
<b>Bulk Regulations R-1</b>		
<b>Lot Size</b>	36,000 square feet	1.43 acres
<b>Lot Width</b>	150 feet	275 ft. Gallows Rd.
<b>Building Height</b>	40 feet	32 ft.
<b>Front Yard</b>	Controlled by 50° Angle of Bulk Plane (ABP), but not less than 40 feet	33.3 feet*
<b>Rear Yard</b>	Controlled by 45° ABP, but not less than 25 feet	38.66 feet
<b>Side Yard (North)</b>	Controlled by 45° ABP, but not less than 20 feet	125 feet
<b>Side Yard (South)</b>	Controlled by 45° ABP, but not less than 20 feet	46.9 feet
<b>FAR</b>	0.15	0.15
<b>Parking</b>	55	57

\* Applicant is requesting a Special Permit pursuant to Section 8-921 of the Zoning Ordinance which Provides for Modification of Minimum Yard Requirements for Certain Existing Structures and Uses

<b>Standard</b>	<b>Required</b>	<b>Provided</b>
<b>Transitional Screening</b>		
<b>North (Park)</b>	None	Existing vegetation supplemented with additional vegetation T/S area 15 feet wide

Standard	Required	Provided
<b>East (single family attached dwellings)</b>	T/S 1 - 25 feet in width Planted with evergreen trees or a mixture of evergreen and deciduous trees	Existing vegetation supplemented with additional vegetation T/S area 5 feet to 10 feet wide
<b>South (single family detached dwellings)</b>	T/S 1 - 25 feet in width Planted with evergreen trees or a mixture of evergreen and deciduous trees	Existing vegetation supplemented with additional vegetation T/S area 15 feet wide
<b>West (single family attached dwellings)</b>	T/S 1 - 25 feet in width Planted with evergreen trees or a mixture of evergreen and deciduous trees	Existing vegetation supplemented with additional vegetation T/S area 25 feet to 40 feet wide
<b>Barrier</b>		
<b>North (Park)</b>	None	None
<b>South (Single family detached dwellings)</b>	Barrier D, E or F	6 foot wooden fence proposed by development condition
<b>East (single family attached dwellings)</b>	Barrier D, E or F	None
<b>West (multi-family development and single family attached dwellings)</b>	Barrier H Barrier D, E or F	6 foot wooden fence proposed by development condition

## **WAIVERS/MODIFICATIONS REQUESTED**

### **Waivers and Modifications Requested**

Transitional Screening 1 and Barrier D, E, or F are required adjacent to on the east, south and west property lines. The applicant requests that the transitional screening and barrier requirements be modified and waived, respectively, in favor of the existing on site vegetation. Sect. 13-304 provides that transitional screening may be modified where the land between the buildings and the property lines has been designed to minimize adverse impact through a combination of architectural and landscaping techniques.

The plat indicates that there is some existing vegetation throughout the property and the applicant has proposed some supplemental vegetation proposed which is insufficient to address screening needs. A proposed development condition in requires provision of additional supplemental vegetation as determined by Urban Forrest Management, DPWES. A proposed development condition in Appendix 1 also requires a 6 foot wooden board on board fence along the southern and western boundaries of the property adjacent to single family detached residential dwellings. The area to the north abuts park land and to the east is Gallows Road rendering the barrier requirement unnecessary on those sides of the property. With the provision of supplemental vegetation and a wooden fence along the southern and western boundaries, staff believes that the modification of the transitional screening as noted and waiver of the barrier requirements along the eastern boundary should be approved.

## **OTHER ZONING ORDINANCE REQUIREMENTS**

### **Special Permit Requirements (See Appendix 10)**

- General Special Permit Standards (Sect. 8-006)
- Group 2 Standards (Sect. 8-302)
- Provisions for Modification of Minimum Yard Requirements for Certain Existing Structures and Uses (Sect. 8-921)

### **Summary of Zoning Ordinance Provisions**

All applicable standards have been satisfied, subject to the proposed development conditions.

## **CONCLUSIONS**

Staff concludes that the subject application is in harmony with the Comprehensive Plan and is in conformance with the applicable Zoning Ordinance provisions, but only with adoption of the proposed development conditions.

## **RECOMMENDATIONS**

Staff recommends approval of the subject special permit amendment application, with the adoption of the Proposed Development Conditions contained in Appendix 1 of this Staff Report.

It should be noted that it is not the intent of staff to recommend that the Board, in adopting any conditions, relieve the applicant/owner from compliance with the provisions of any applicable ordinances, regulations, or adopted standards.

It should be further noted that the content of this report reflects the analysis and recommendations of staff; it does not reflect the position of the Board of Zoning Appeals.

## **APPENDICES**

1. Proposed Development Conditions
2. Affidavit
3. Statement of Justification
4. Development Conditions and Plat Approved for SP 75-C-182/V-183-75
5. Urban Forest Management Analysis.
6. Environmental Analysis
7. DPWES Stormwater Analysis
8. Transportation Analysis
9. Heritage Resources Analysis
10. Applicable Zoning Ordinance Provisions Checklist

**REVISED PROPOSED DEVELOPMENT CONDITIONS****June 19, 2007**

If it is the intent of the Board of Zoning Appeals to approve SPA 75-C-182 located at Tax Map 039-4 ((1)) 27A and 28, for an amendment to SP 75-C-182 previously approved for a church to permit an increase in land area, building addition, site modifications, change in permittee and modification of minimum yard requirements to permit existing building 33.3 ft. from front lot line. Pursuant to Section 3-203 and 8-921 of the Fairfax County Zoning Ordinance, staff recommends that the Board condition the approval by requiring conformance with the following development conditions. Those conditions carried forward from the previous special permit are marked with an asterisk. Minor edits have been made to these conditions to conform to current terminology. Edits have been underlined.

1. This approval is granted to the applicants only, Vietnamese Alliance Church and is not transferable without further action of this Board, and is for the location, 2438 and 2430 Gallows Road, indicated on the application and is not transferable to other land.\*
2. This Special Permit is granted only for the purpose(s), structure(s) and/or use(s) indicated on the special permit plat prepared by Frederick Engineering Consultants, LLC, dated June 2007 and signed June 12, 2007, and approved with this application, as qualified by these development conditions.
3. A copy of this Special Permit and the Non-Residential Use Permit SHALL BE POSTED in a conspicuous place on the property of the use and be made available to all departments of the County of Fairfax during the hours of operation of the permitted use.
4. This Special Permit is subject to the provisions of Article 17, Site Plans, as may be determined by the Director, Department of Public Works and Environmental Services (DPWES). Any plan submitted pursuant to this special permit shall be in substantial conformance with these conditions. Minor modifications to the approved special permit may be permitted pursuant to Par. 4 of Sect. 8-004 of the Zoning Ordinance.\*
5. The maximum seating capacity for the main area of worship shall be limited to 217. No more than one church service or an event with more than 100 patrons shall be held simultaneously; a minimum of 30 minutes shall be required between the conclusion of one such event and the beginning of another to allow for orderly ingress and egress.
6. Parking shall be provided as depicted on the Special Permit Amendment Plat. All parking shall be on-site.
7. Stormwater management and Best Management Practices facilities shall be provided as determined by DPWES. Rain gardens shall be used instead of the infiltration trench proposed along the southern boundary and another trench proposed in the northeastern corner of the site as shown on the SP Plat to provide water quality measures. The rain gardens shall be planted with trees, to

serve as a additional buffer to the adjacent properties. Maintenance of the rain gardens shall be provided by the applicant as determined by DPWES.

8. The barrier requirement shall be waived along eastern lot line. Along the southern and western lot lines, a 6.0 ft. high wood fence shall be installed and maintained except around the existing playground. This fence shall be located in the transitional screening areas in such as manner that vegetation can be planted on both sides of the fence as noted below.
9. Transitional screening yards shall be provided as shown on the special permit plat. Full transitional screening 1 will be provided along the western lot line. Plant material required for transitional screening 1 shall be provided along the southern lot line to the fullest extent as determined by Urban Forest Management (UFM) except around the existing playground. Vegetation shall be planted on both sides of the barrier and access shall be provided to maintain the vegetation on both sides.
10. A tree preservation and landscaping plan shall be submitted to the Urban Forest Management (UFM) for review and approval at the time of site plan review. This plan shall designate, at a minimum, the limits of clearing and grading as delineated on the special permit plat in order to preserve to the greatest extent possible individual trees or tree stands that may be impacted by construction.

All trees shown to be preserved on the tree preservation plan shall be protected by tree protection fencing a minimum of four feet in height to be placed at the drip line of the trees to be preserved. Tree protection fencing in the form of a four foot high 14 gauge welded wire fence attached to six foot steel posts driven 18 inches into the ground and placed no further than ten feet apart, shall be erected at the final limits of clearing and grading and shown on the erosion and sediment control sheets. Tree protection fencing shall only be required for tree save areas adjacent to clearing and grading activities. The tree protection fencing shall be made clearly visible to all construction personnel. The fencing shall be installed prior to any construction work being conducted on the Application Property. A certified arborist shall monitor the installation of the tree protection fencing and verify in writing that the tree protection fence has been properly installed. Three days prior to commencement of any clearing and grading, UFM shall be notified and given the opportunity to inspect the site to assure that all tree protection devices have been correctly installed.

11. Interior and peripheral parking lot landscaping shall be provided in accordance with Article 13. Additional vegetation shall be provided along the Gallows Road frontage to soften the appearance of the parking lot and church structure.
12. Size, location, numbers and species of all plant material shall be determined in consultation with UFM.
13. Any new proposed lighting shall be provided in accordance with the Performance Standards contained in Part 9 (Outdoor Lighting Standards) of Article 14 of the Zoning Ordinance. Any new outdoor lighting fixtures shall not exceed twelve (12) feet in height, measured from the ground to the highest point of the fixture, shall be of low intensity design and shall utilize full cut-off fixtures which focus directly

on the subject property.

14. Prior to the issuance of a demolition permit for the existing church structure, Fairfax County DPZ Heritage Resources or its representatives shall be contacted by the applicant and shall be permitted to photograph the interior and exterior of the existing original church structure.

This approval, contingent on the above-noted conditions, shall not relieve the applicant from compliance with the provisions of any applicable ordinances, regulations, or adopted standards. The applicant shall be responsible for obtaining the required Non-Residential Use Permit through established procedures, and this special permit shall not be valid until this has been accomplished.

Pursuant to Sect.8-015 of the Zoning Ordinance, this special permit shall automatically expire, without notice, thirty (30) months after the date of approval unless construction has commenced and been diligently prosecuted. Commencement of construction shall establish the use as approved pursuant to this special permit. The Board of Zoning Appeals may grant additional time to commence construction if a written request for additional time is filed with the Zoning Administrator prior to the date of expiration of the special permit. The request must specify the amount of additional time requested, the basis for the amount of time requested and an explanation of why additional time is required.